NBS End User Training: Payables Manual Vendor Entry User

Student Guide

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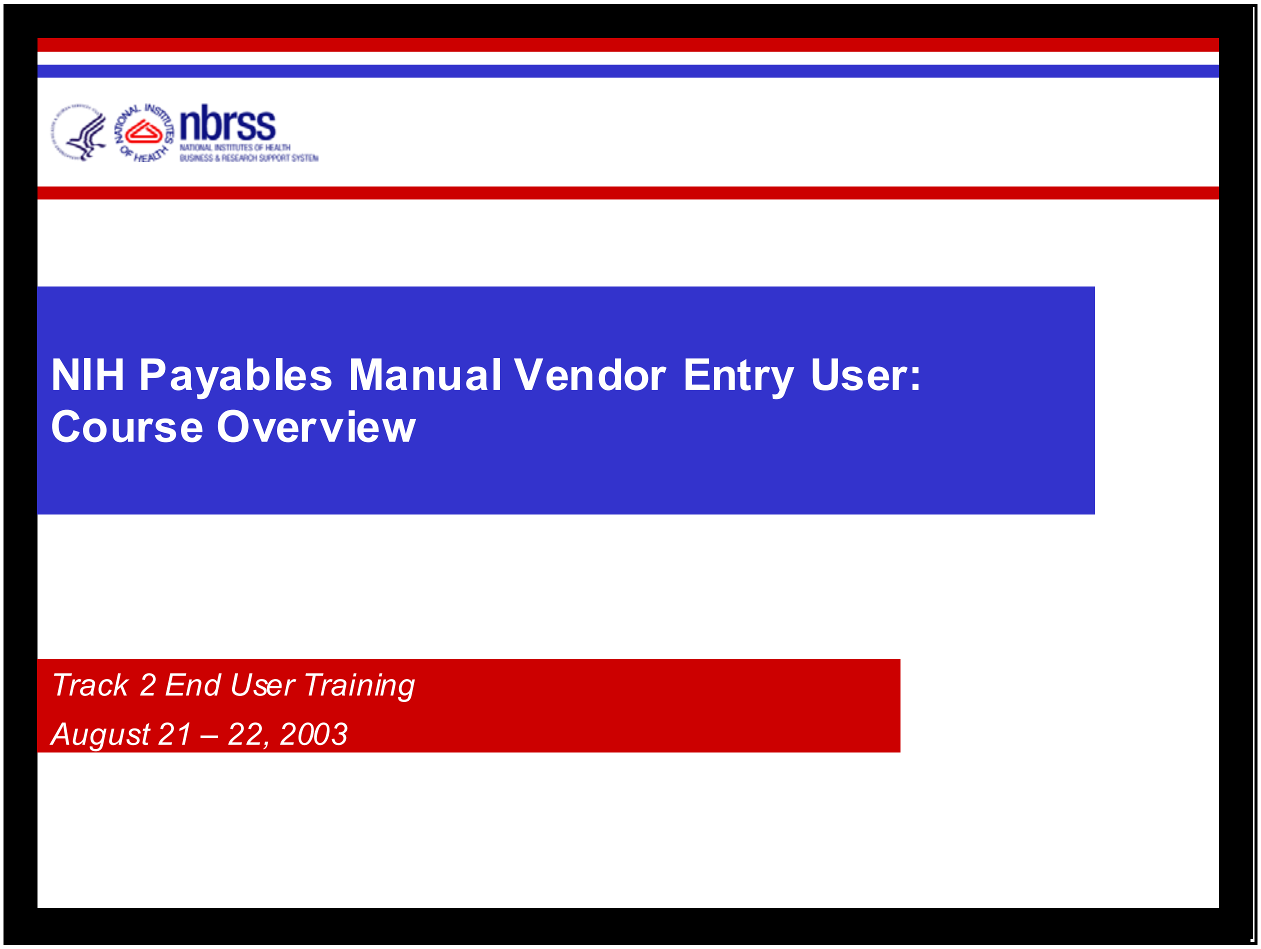
NIH Payables Manual Vendor Entry User: Course Overview

Chapter 1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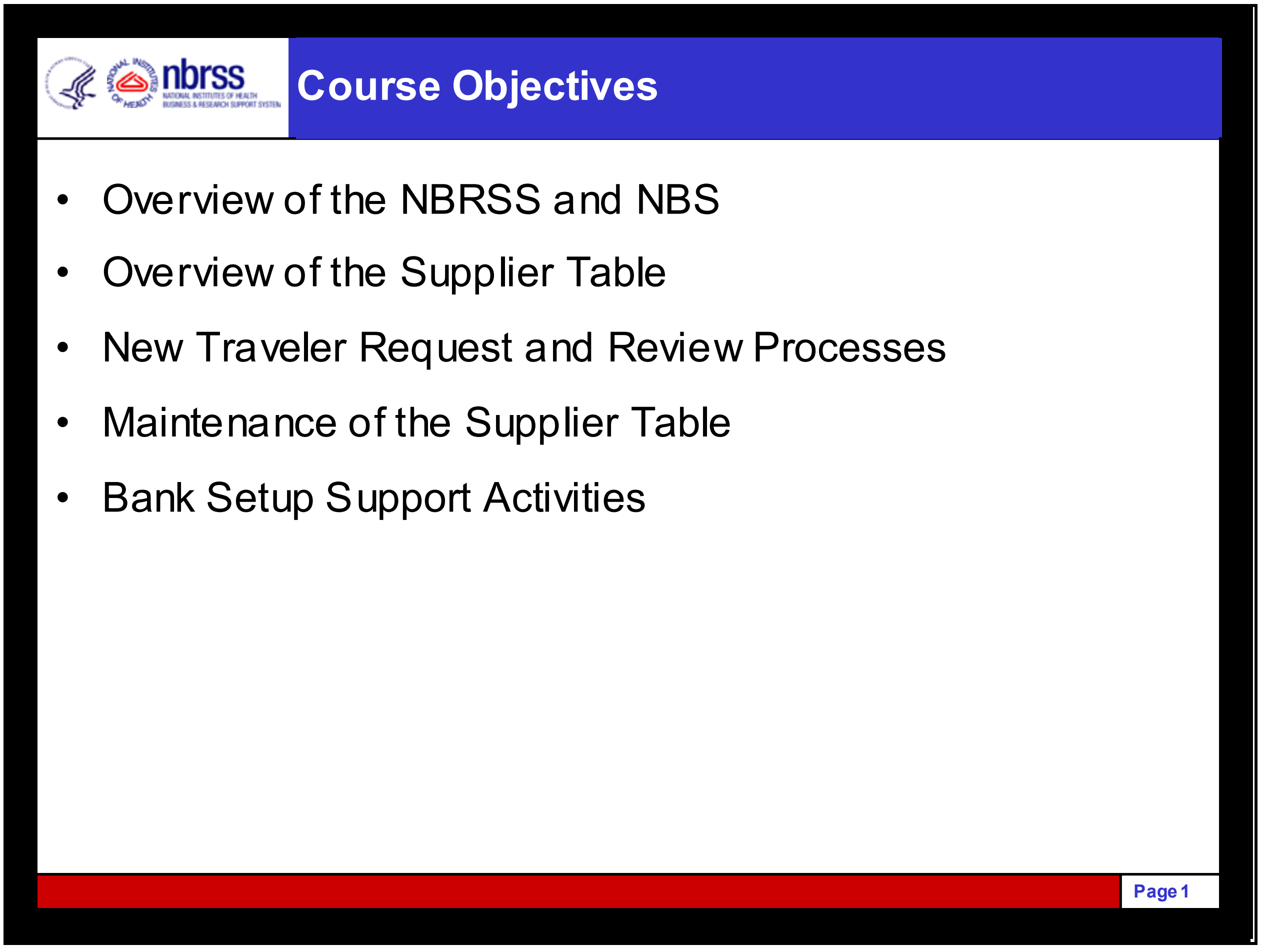
NATIONAL INSTITUTES OF HEALTH
BUSINESS & RESEARCH SUPPORT SYSTEM
NIH Payables Manual Vendor Entry User:
Course Overview
Track 2 End User Training
August 21 – 22, 2003

Course Objectives



Agenda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NATIONAL INSTITUTES OF HEALTH BUSINESS & RESEARCH SUPPORT SYSTEM
Agenda
Thursday, August 21st
9:00 – 10:00: Introduction to the NBRSS and Supplier Table
10:00 – 12:00: Reviewing New Traveler Requests
1:00 – 3:00: Reviewing Clinical Center Entries
Friday, August 22nd
9:00 – 9:30: Review Period
9:30 – 10:30: Adding a New Supplier
10:30 – 1:00: Employee and Supplier Table Maintenance
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Training Guidelines

Training Guidelines

1. Ask Questions
2. Cheating is encouraged
3. Don't let me get ahead
4. Have fun!

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Accessing Oracle via the NIH Portal

Accessing Oracle via the NIH Portal

- Oracle is a web-based application available via the NIH Portal

- NIH Portal website: **http://my.nih.gov**
  - To Log on use your:
    - NIH Domain
    - User Name
    - Password
  - For assistance, contact NIH Help Desk at 6-HELP (301.496.4357).

- Add the Budget & Finance Community, which is the page where the Oracle application resides

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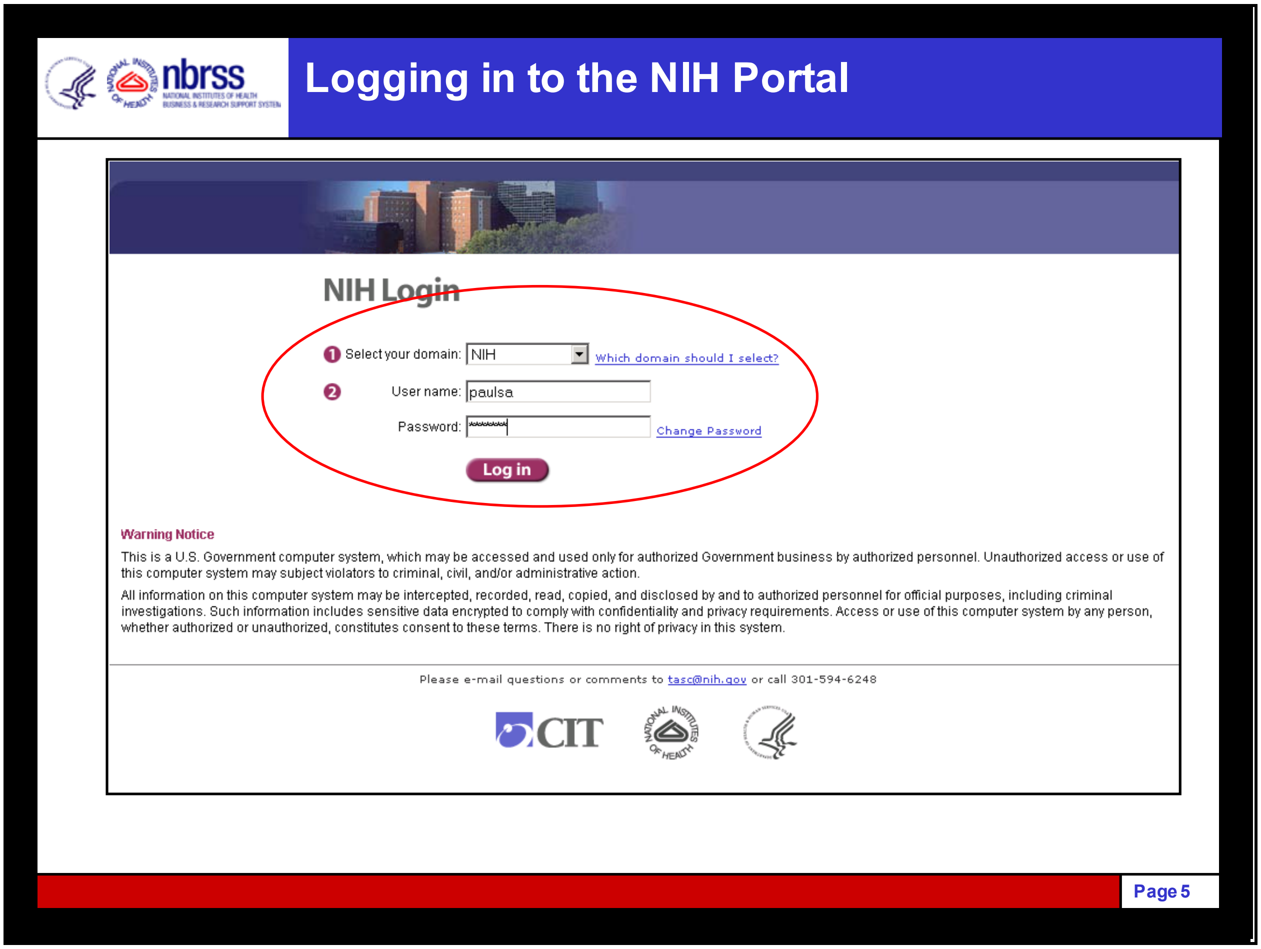
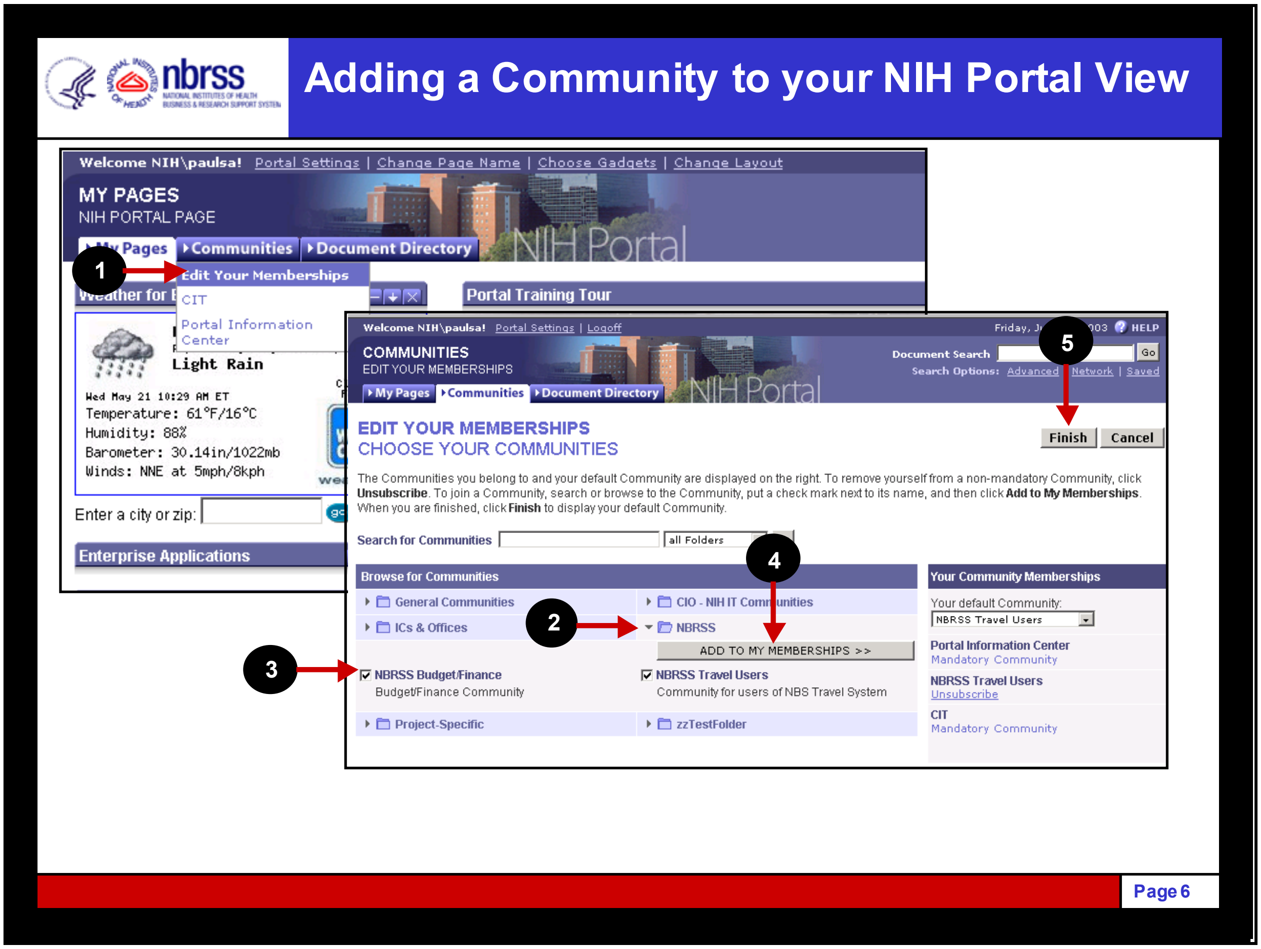
Logging in to the NIH Portal



Follow steps below to access the NBS Travel System application from the NIH Portal.

- Launch Internet Explorer. In the browser, navigate to the NIH Portal at http://my.nih.gov. (Note: If you need Internet Explorer installed on your computer, please contact the NIH Help Desk at 6-HELP (301-496-4357)
- Sign in to the NIH Portal according to the steps listed below, using the account information you currently use to log on to Windows at your workstation.
    - Select your **domain** from the pull-down menu. (Hint: Use the "Which domain should I select? link for assistance.)
    - Enter your **User name**.
    - Enter your **Password**.
    - Click the **Log in** button.

For Portal account and password assistance, contact the NIH Help Desk at 6-HELP (301-496-4357).

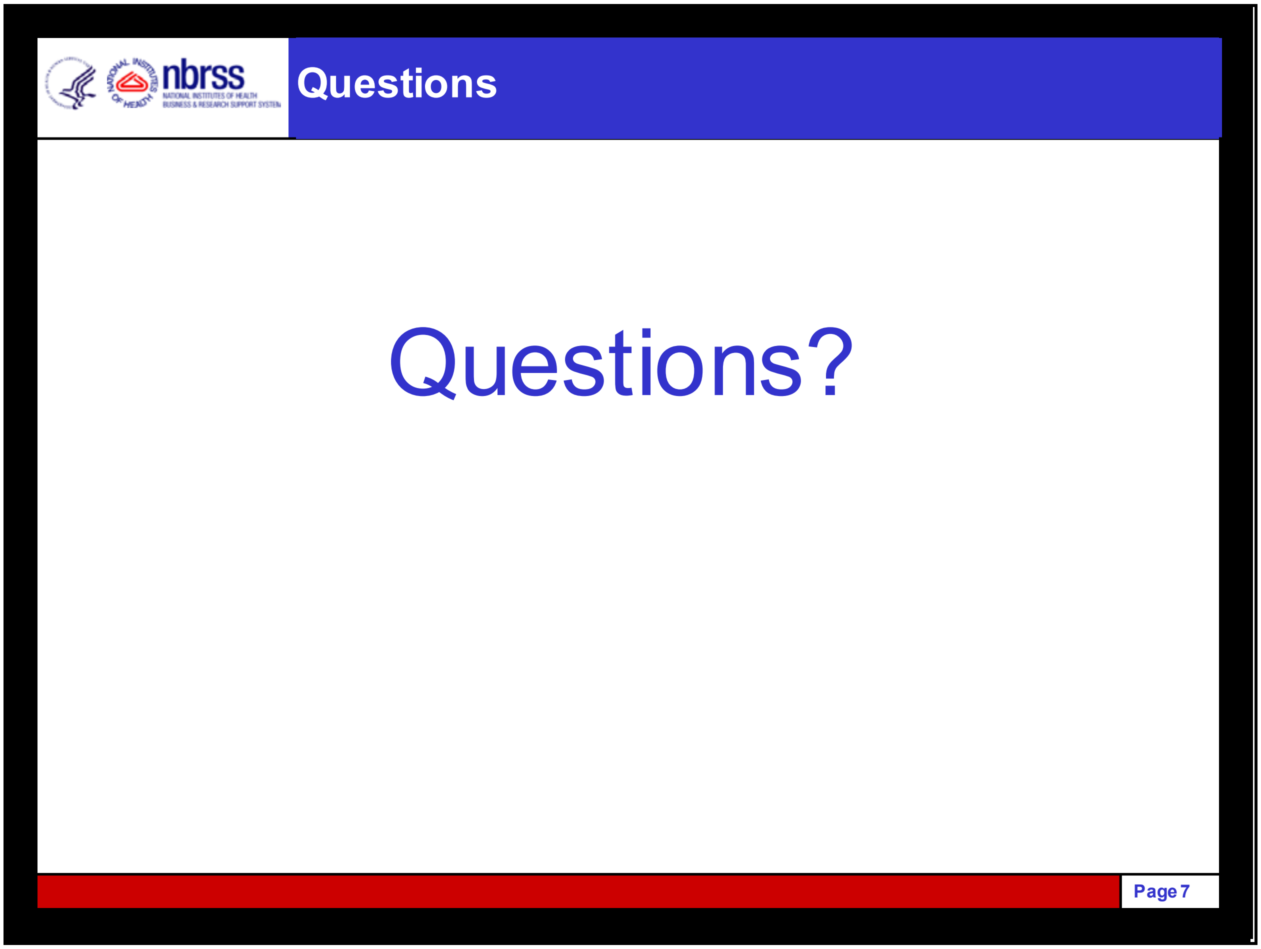


What is a Portal Community and how do I subscribe to a Portal Community?

Portal Communities provide content, documents and application access to users who have a common area of interest. Once you subscribe to a community, it will appear in the list on your Communities tab every time you visit the NIH portal. Follow the steps below to subscribe to a community.

- Click on the "**Communities**" tab and select "**Edit Your Memberships**".
- **Locate a community** of interest either by clicking a folder to browse for communities or by entering a key word in the Search field and clicking "Go" to look for a specific community.
- Once you locate a community of interest, **select it** by clicking in the box next to the community name.
- Click "**Add to my Memberships**". (You may need to select your default community.)
- Click "**Finish**". The subscribed community will now appear in the list on your "Communities" Tab every time you access the portal.

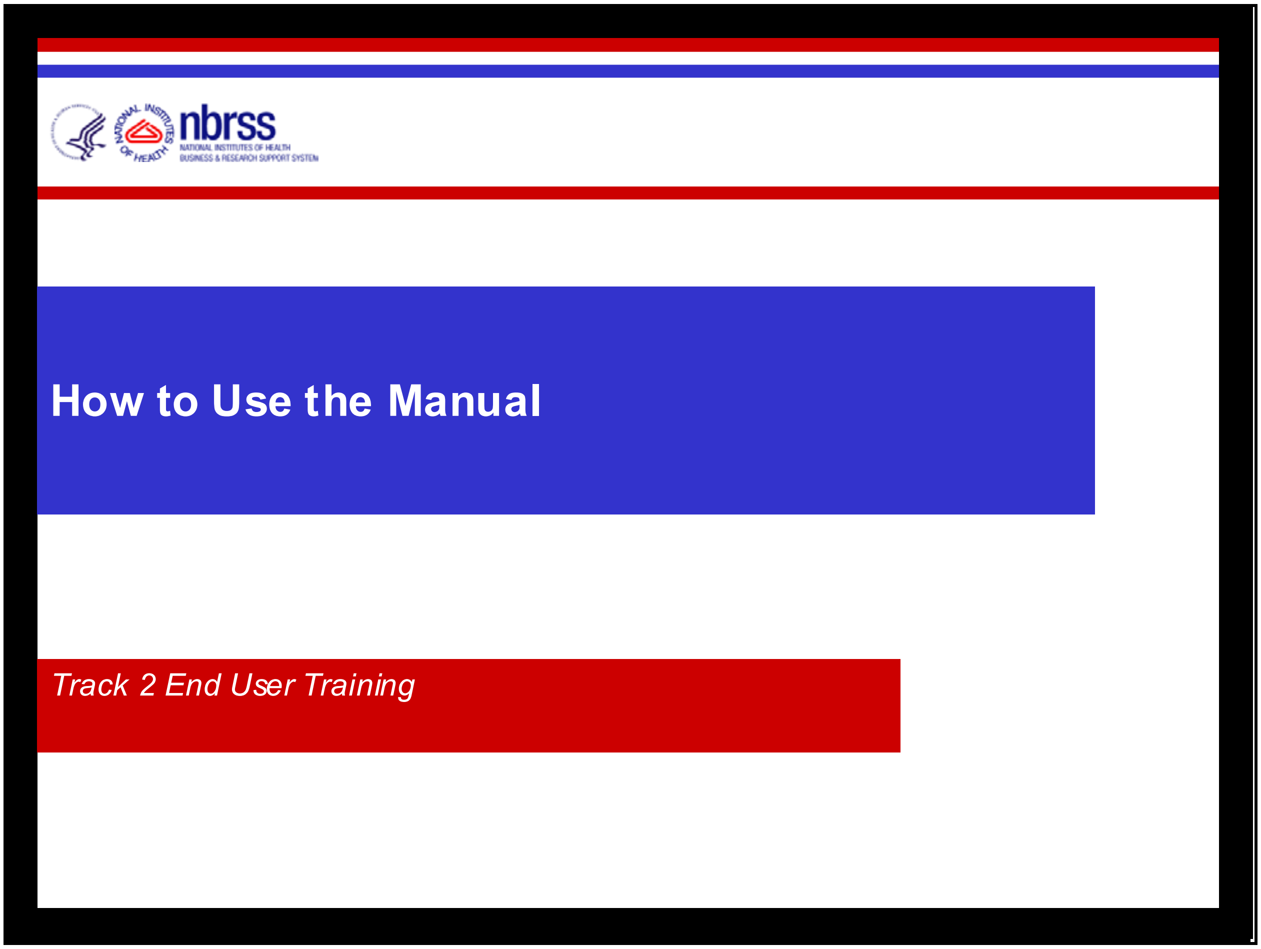
Questions

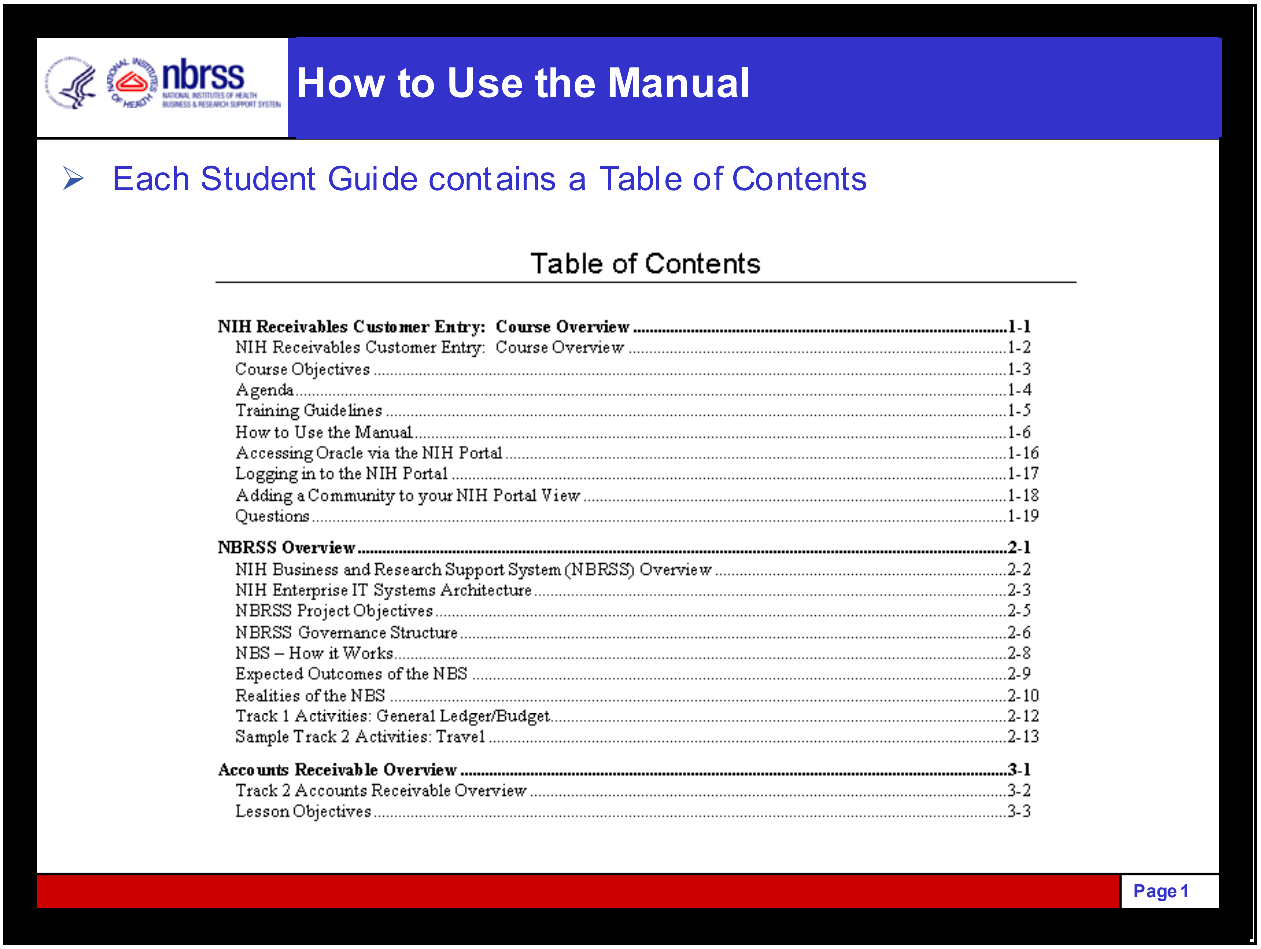


How to Use the Manual

Chapter 2

How to Use the Manual

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How to Use the Manual
Each Student Guide contains a Table of Contents
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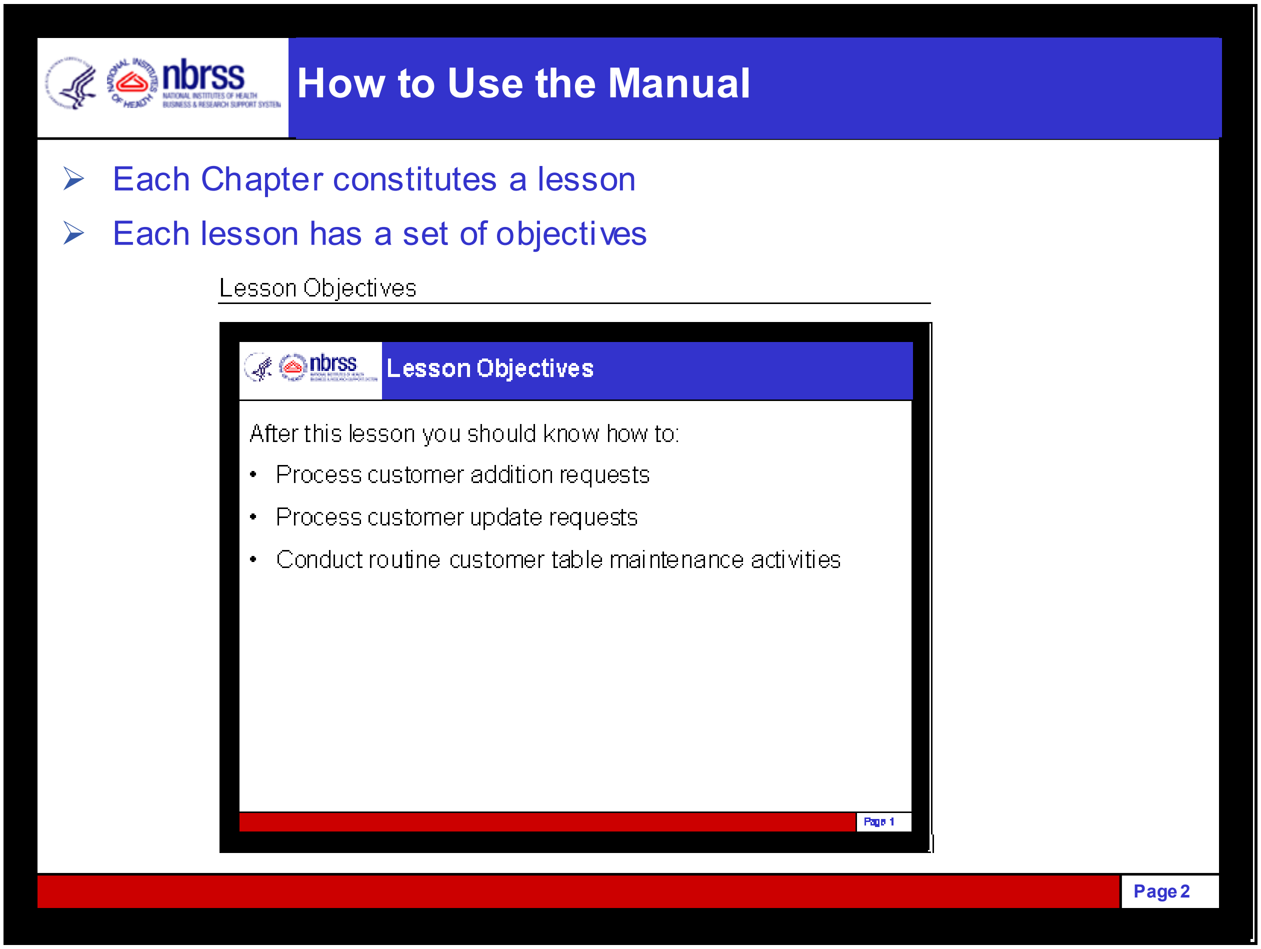
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How to Use the Manual
Each Chapter constitutes a lesson
Each lesson has a set of objectives
Lesson Objectives
nbrss
Lesson Objectives
After this lesson you should know how to:
Process customer addition requests
Process customer update requests
Conduct routine customer table maintenance activities
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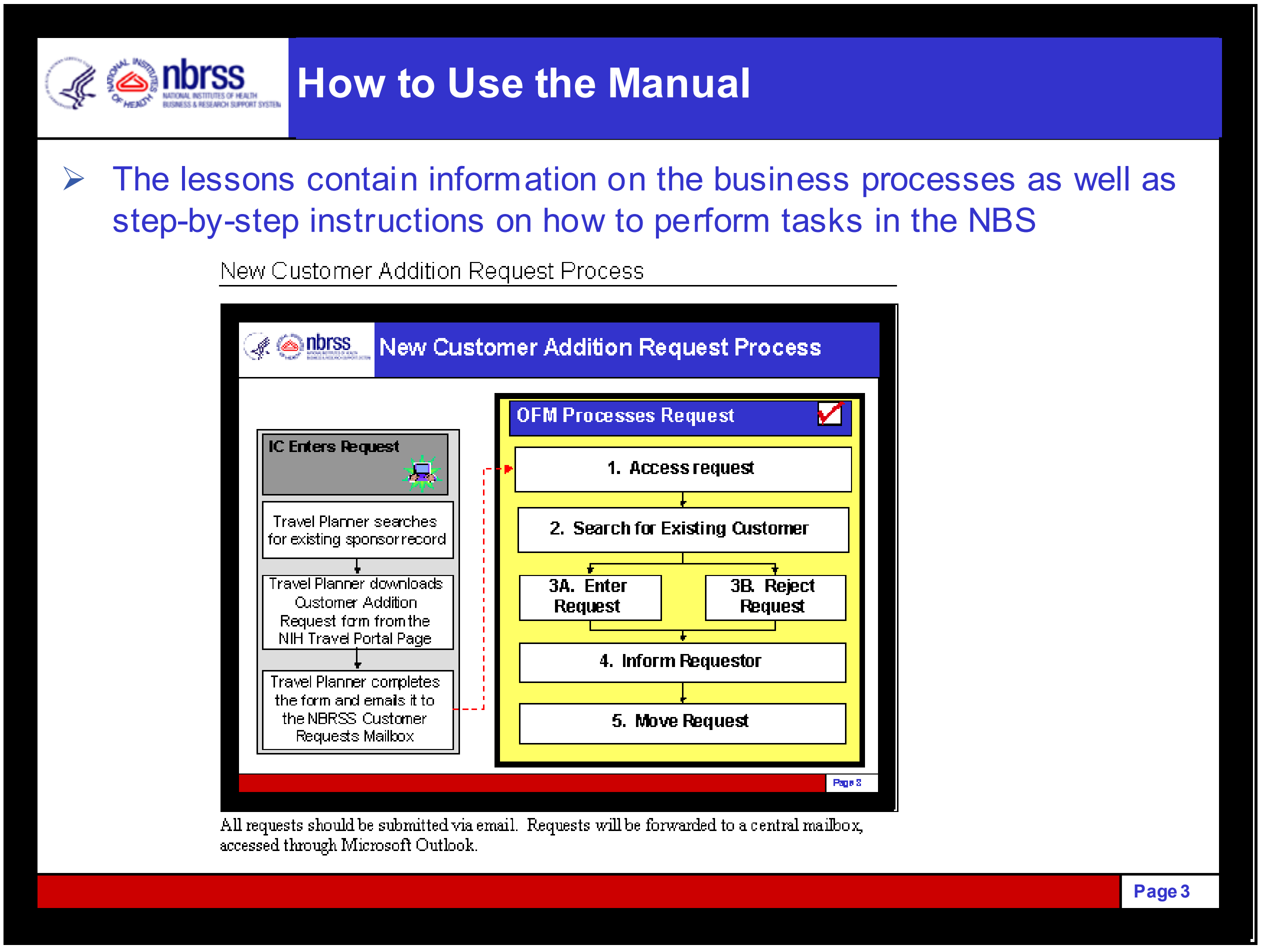
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How to Use the Manual
The lessons contain information on the business processes as well as step-by-step instructions on how to perform tasks in the NBS
New Customer Addition Request Process
New Customer Addition Request Process
IC Enters Request
Travel Planner searches for existing sponsor record
Travel Planner downloads Customer Addition Request form from the NIH Travel Portal Page
Travel Planner completes the form and emails it to the NBRSS Customer Requests Mailbox
OFM Processes Request
1. Access request
2. Search for Existing Customer
3A. Enter Request
3B. Reject Request
4. Inform Requestor
5. Move Request
All requests should be submitted via email. Requests will be forwarded to a central mailbox, accessed through Microsoft Outlook.
Page 3

How to Use the Manual

Step-by-step instructions on how to perform tasks in the NBS are contained in “Navigation” documents.

Navigations:

1. May contain a **Purpose** or **Prior Activity** section
2. Contain a Navigation Box on the first page
3. Contain a picture of the screen that you will use to enter the data

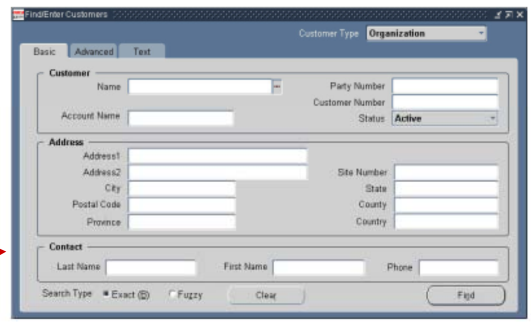
Entering a New Customer

Purpose

The purpose of this document is to describe how new customers are entered into NBS. If a customer already exists in NBS, but requires modification, then refer to one of the following documents:

- Entering a New Customer Contact
- Entering a New Customer Bill-To Address
- Modifying Customers

NIH Receivables Customer Entry
N > Customers > Standard
Find/Enter Customers



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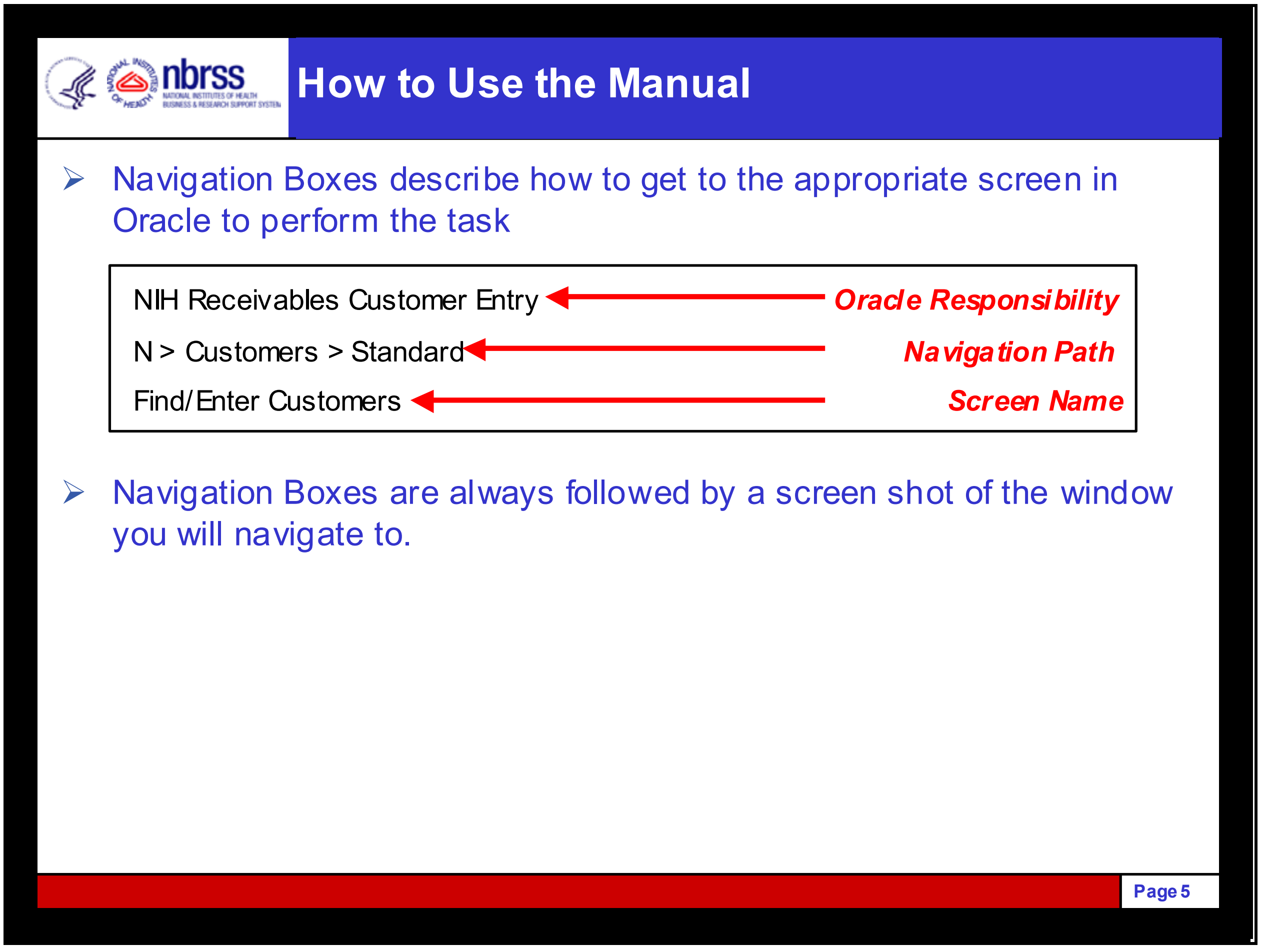
How to Use the Manual
Navigation Boxes describe how to get to the appropriate screen in Oracle to perform the task
NIH Receivables Customer Entry
Oracle Responsibility
N > Customers > Standard
Navigation Path
Find/Enter Customers
Screen Name
Navigation Boxes are always followed by a screen shot of the window you will navigate to.
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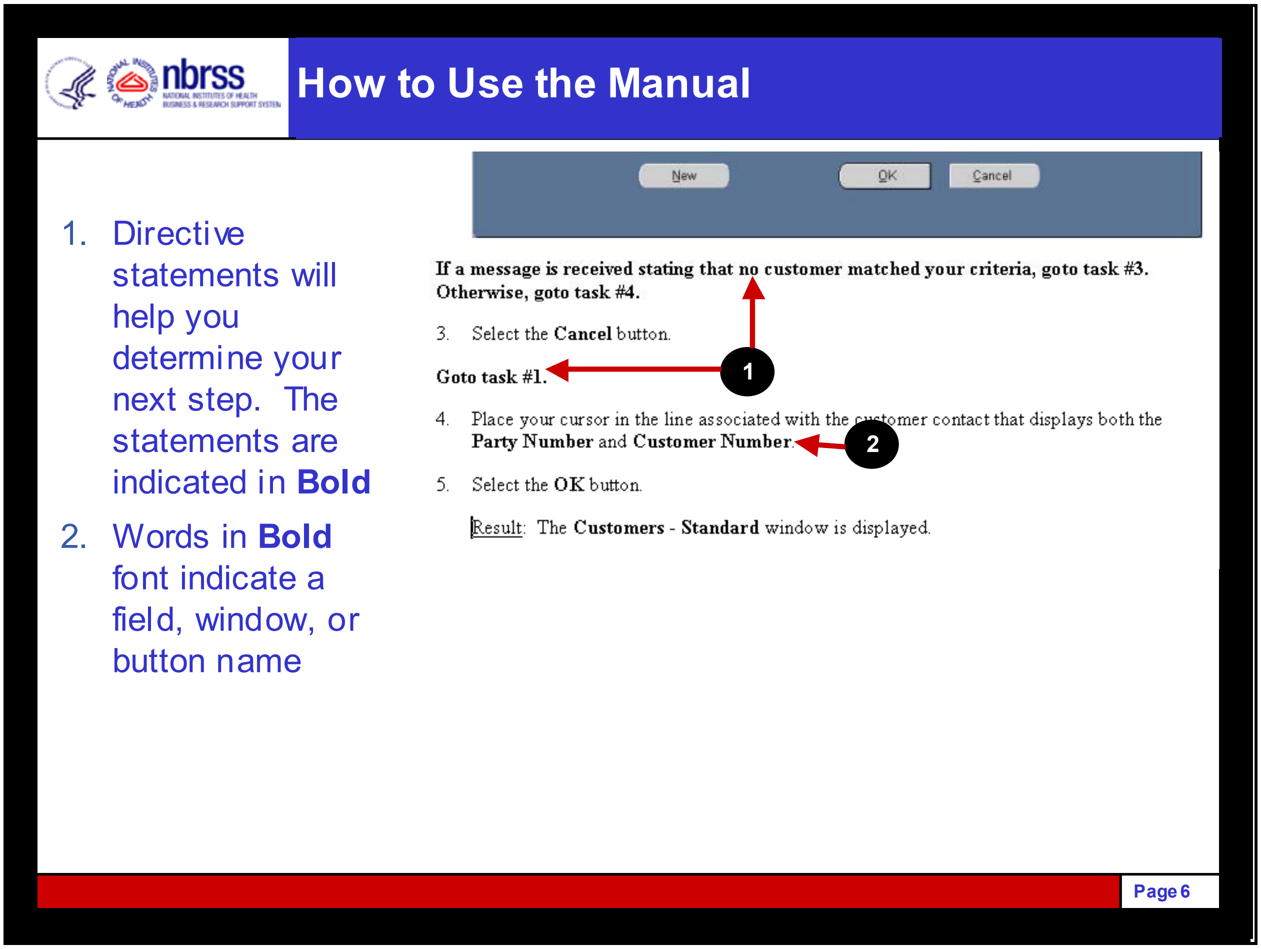
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NATIONAL INSTITUTES OF HEALTH BUSINESS & RESEARCH SUPPORT SYSTEM
How to Use the Manual
New
OK
Cancel
If a message is received stating that no customer matched your criteria, goto task #3. Otherwise, goto task #4.
3. Select the Cancel button.
Goto task #1.
1
4. Place your cursor in the line associated with the customer contact that displays both the Party Number and Customer Number.
2
5. Select the OK button.
Result: The Customers - Standard window is displayed.
1. Directive statements will help you determine your next step. The statements are indicated in Bold
2. Words in Bold font indicate a field, window, or button name
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How to Use the Manual

The shaded fields indicate that the entry is optional or that you should accept the default values

7. Enter the city name in the **Site Name** field.

8. Enter the following address information.

Field	**Description**
Country	Select the appropriate country from the **LOV**.
Address	Enter the address line information
City	Enter the city name
State	Enter the state
Postal Code	Enter the Postal Code
Province	Enter the province abbreviation
County	Enter the county name

Example: The following is a sample completed **Supplier Sites** window.

If a field is not referenced, you should not change the default value.

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How to Use the Manual

Notes provided after the task instruction provide useful information or helpful hints to complete the step.

13. In the **Payment Method** field, select the appropriate payment method for this supplier.

    Note: Once bank information is associated with a supplier, the **Payment Method** field is automatically updated to **Electronic**.

14. Save the record.

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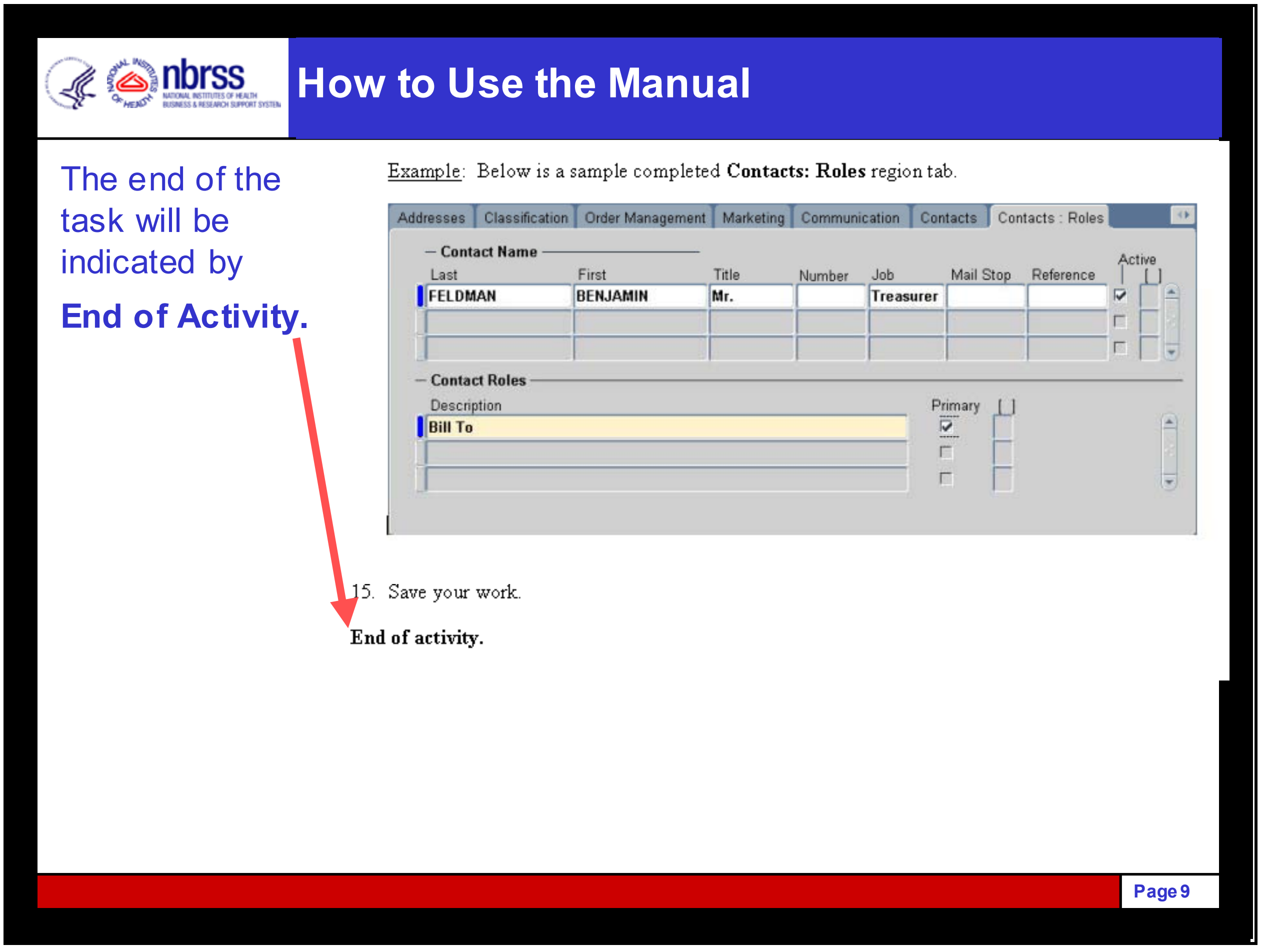
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NATIONAL INSTITUTES OF HEALTH BUSINESS & RESEARCH SUPPORT SYSTEM
How to Use the Manual
The end of the task will be indicated by
End of Activity.
Example: Below is a sample completed Contacts: Roles region tab.
Addresses
Classification
Order Management
Marketing
Communication
Contacts
Contacts : Roles
Contact Name
Last
First
Title
Number
Job
Mail Stop
Reference
Active
FELDMAN
BENJAMIN
Mr.
Treasurer
Contact Roles
Description
Primary
Bill To
15. Save your work.
End of activity.
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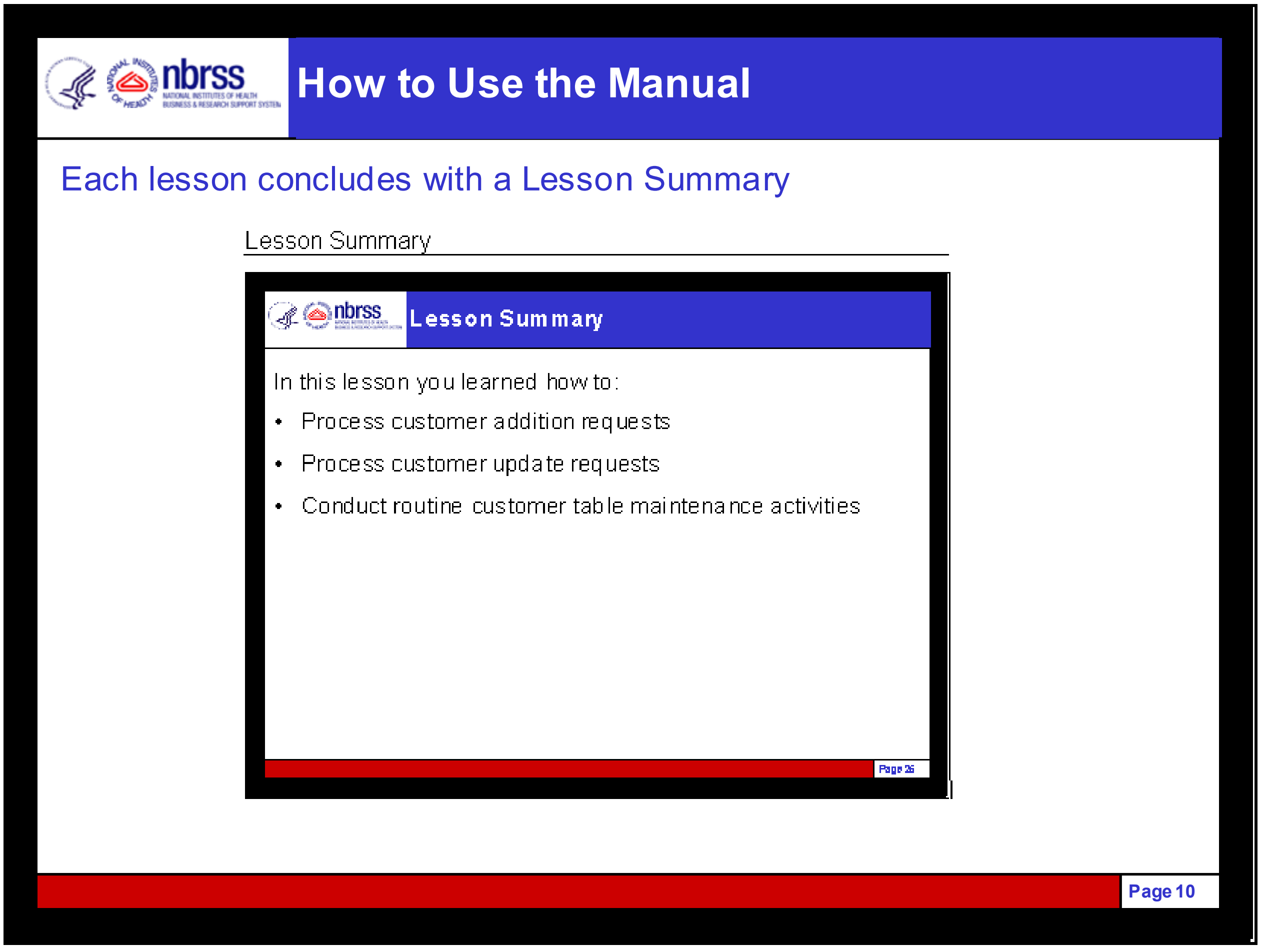
How to Use the Manual
Each lesson concludes with a Lesson Summary
Lesson Summary
Lesson Summary
In this lesson you learned how to:
• Process customer addition requests
• Process customer update requests
• Conduct routine customer table maintenance activities
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NBRSS Overview

Chapter 3


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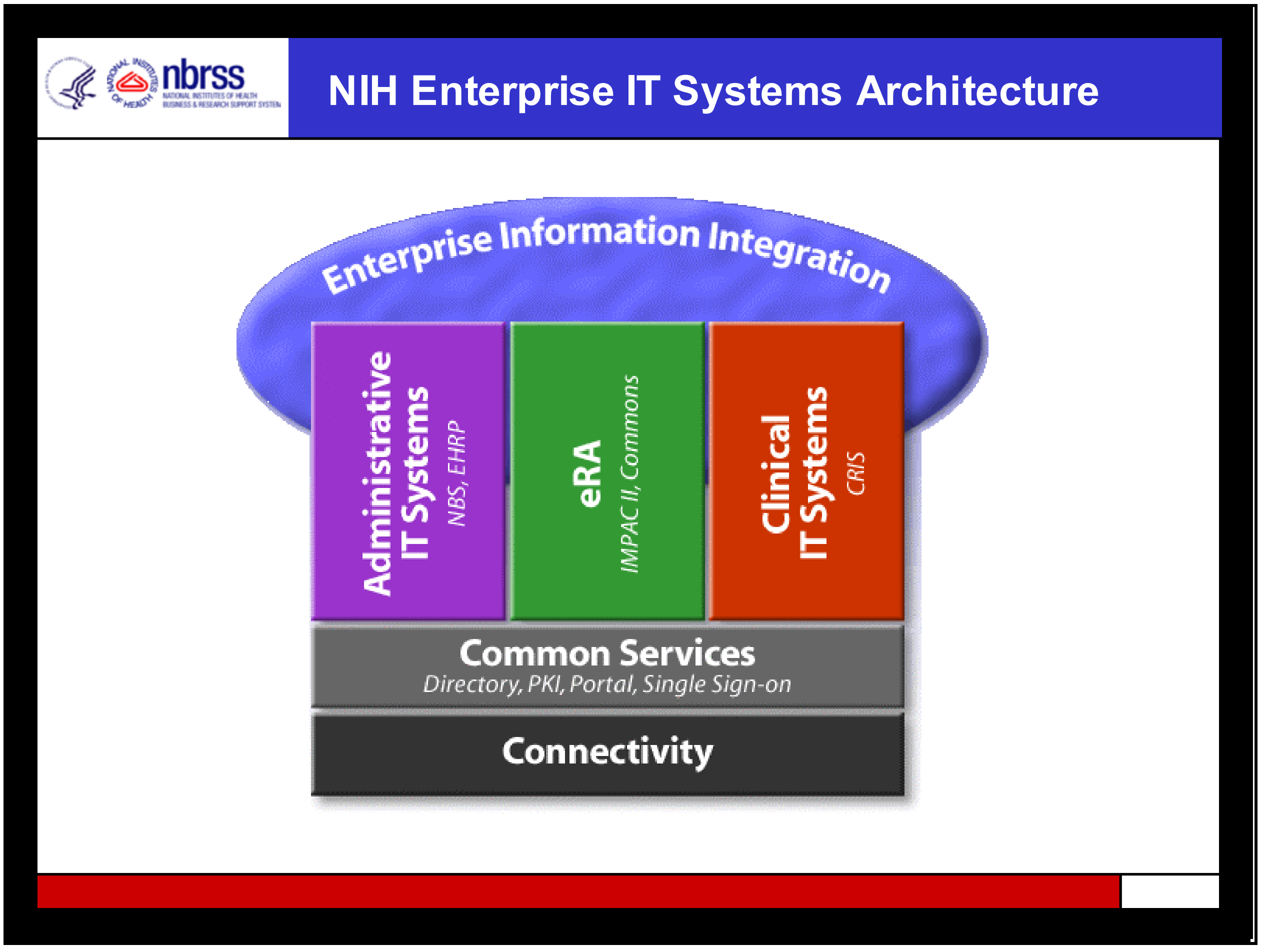
NATIONAL INSTITUTES OF HEALTH
BUSINESS & RESEARCH SUPPORT SYSTEM
NIH Business and Research Support System (NBRSS) Overview
Track 2 End User Training

NIH Enterprise IT Systems Architecture



NIH Business System (NBS) – How it all started

- Project began in FY 1999 with the development of a comprehensive business case to replace NIH's Administrative Data Base (ADB).
- ADB -- An integrated data base that services most of NIH's administrative and support functions.
  - Central Accounting, Accounts Payable, Travel, Property, Acquisitions/Supply, Contracts, and Service and Supply Fund activities.
  - Transactions feed the accounting system from the point of origin, i.e., procurement requisition, travel order, etc.
  - Used by about 5,000 NIH employees, most of whom are in the Intramural Research Program.
  - Processes approximately 150,000 transactions each day.
- Work groups comprised of 200 NIH employees helped with the NIH decision to go with a commercial Enterprise Resource Planning (ERP) product.
- The challenge is not to design software but to adapt NIH business practices to the "best practices" embedded into the commercial ERP product.

Page 2

NBRSS Project Objectives

NBRSS Project Objectives

NBRSS

- ✓ 2 web-based systems to provide administrative support to NIH's scientific mission
- ✓ Links the NIH accounting structure with administrative and scientific support functions
- ✓ Incorporates industry standard "best practices"

NBS

- ✓ Integrates NIH's core administrative functions
  - ✓ Finance – Scheduled Deployment 10/1/03
  - ✓ Travel – Scheduled Deployment 9/1/03
  - ✓ Property
  - ✓ Acquisition/Supply
  - ✓ R & D Contracts
  - ✓ Service & Supply Fund
- ✓ Replaces the current Administrative Database (ADB)

Deployed 9/9/02!

EHRP

- ✓ Improves Human Resources and benefits management and planning across DHHS and NIH
- ✓ Modernizes the processing of Human Resources actions
- ✓ Replaced the DHHS Human Resources system (IMPACT)

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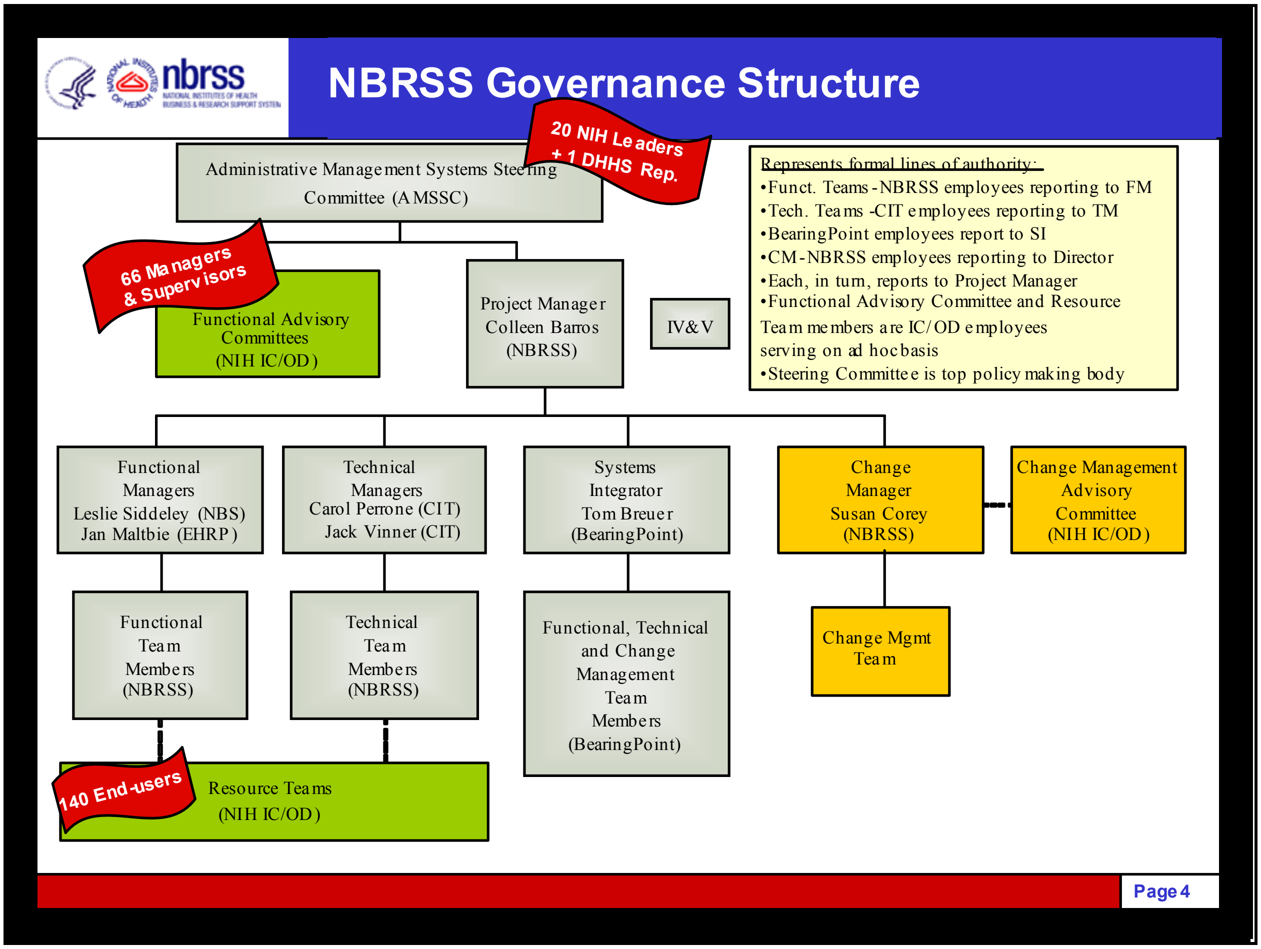
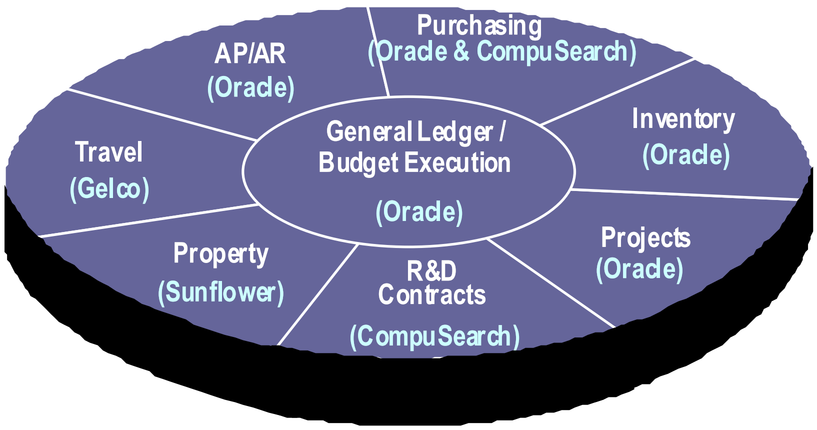
NBRSS Governance Structure



NBS - An Integrated System



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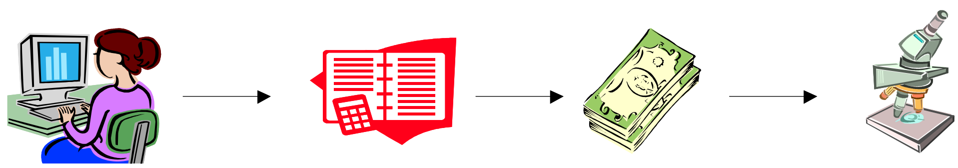
NBS – How it Works

NBS – How it Works

- Typically, transactions proceed horizontally across several administrative functions.
  - Administration uses the NBS to purchase a piece of equipment for a scientist.
  - In *real time*, this information automatically transmits to finance to check funds availability; obligate funds; and once the equipment is received, pay the bill.
  - Upon receipt this information automatically flows to property to track the equipment.



- Why an integrated system?
  - Eliminates multiple entries;
  - Minimizes the potential of errors;
  - Provides accurate reports; and
  - Eliminates the expense and technical difficulty of linking together systems that are dedicated to individual functions.

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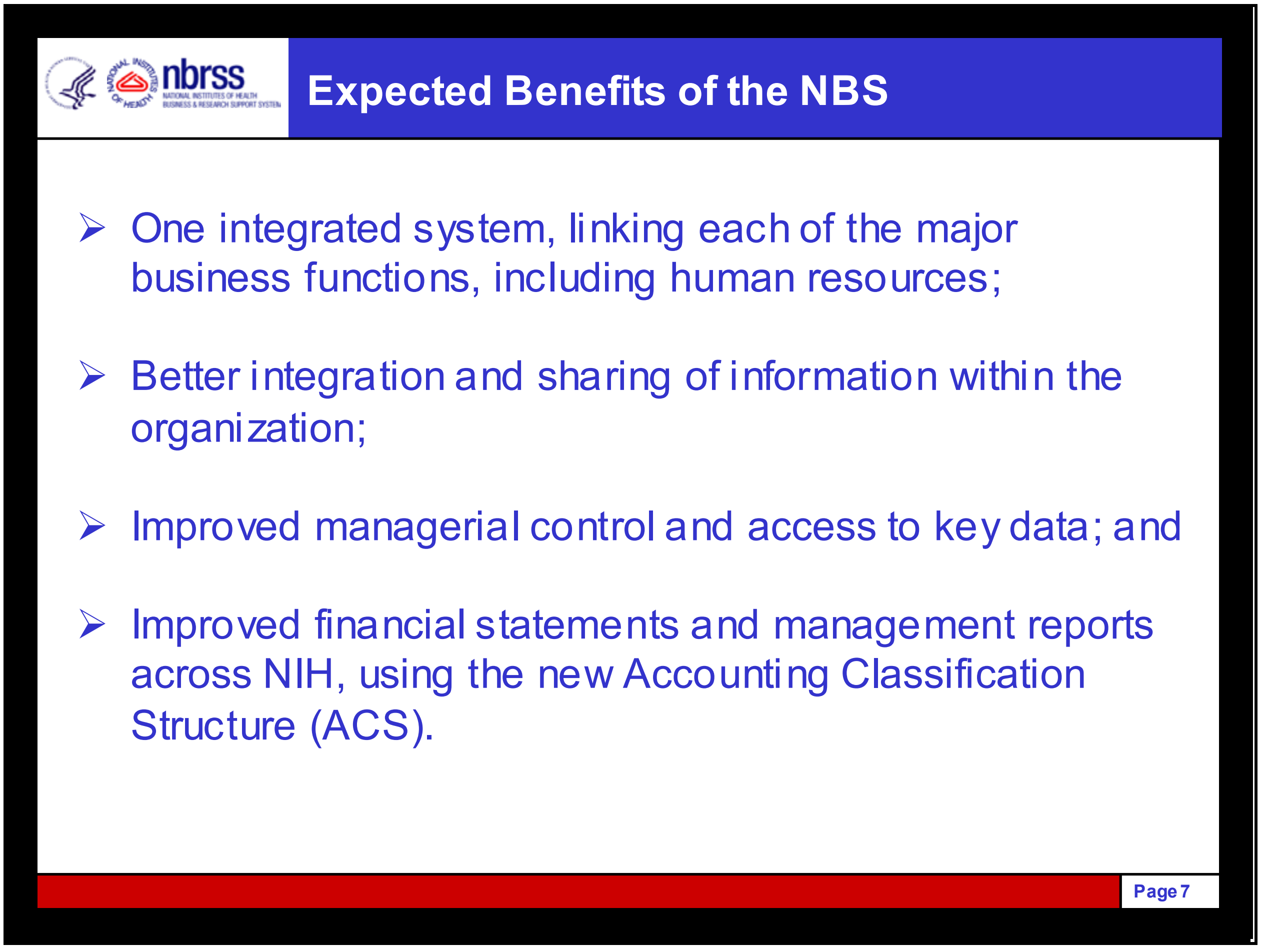
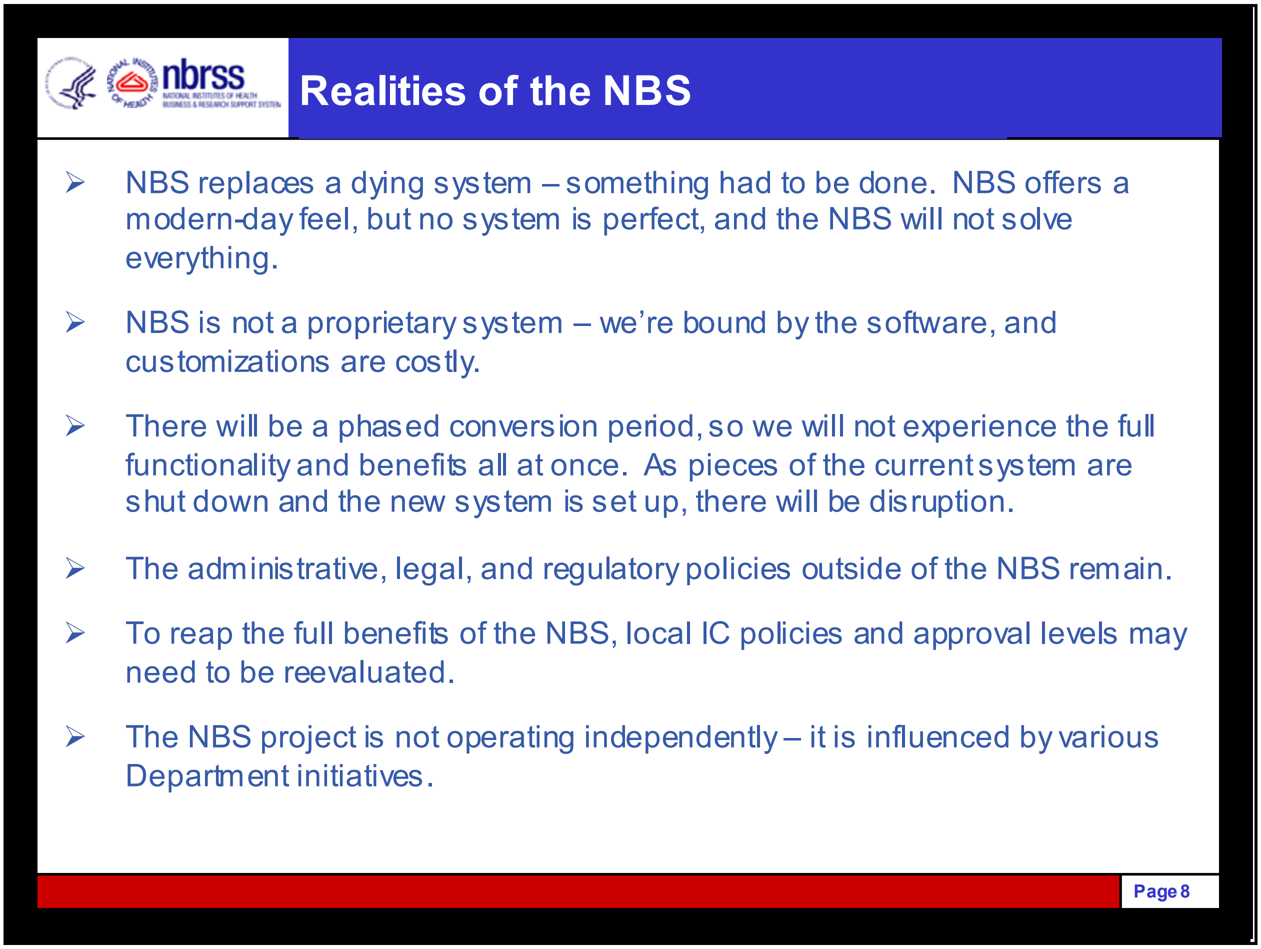
Expected Benefits of the NBS



Realities of the NBS



Track 1 Activities: General Ledger/Budget

- NBS General Ledger replaces the CAS as the system of record
- New projects (former CANs) are created
- Budgets are entered based on the new accounting structure

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Sample Track 2 Activities: Travel

- **NBS Travel System**
  - Enter, approve, and electronically route travel documents, such as authorizations and vouchers.
- **Accounts Payable**
  - Process payments to travelers and travel management centers for expenses entered in the NBS Travel System
  - Maintain the database of travelers and banking information
- **Accounts Receivable**
  - Establish a list of sponsors that is referenced by the NBS Travel System
  - Track amounts due from and paid by non-federal organizations that sponsor travel
- **Cash Management**
  - Reconcile invoices from TMC files to expenses entered in the NBS Travel System and processed in Accounts Payable
- **General Ledger/Fed Admin**
  - Collect data from all financial subledgers
  - Record in-kind contributes from sponsors
  - Enter manual journal vouchers

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Overview of Supplier Table

Chapter 4


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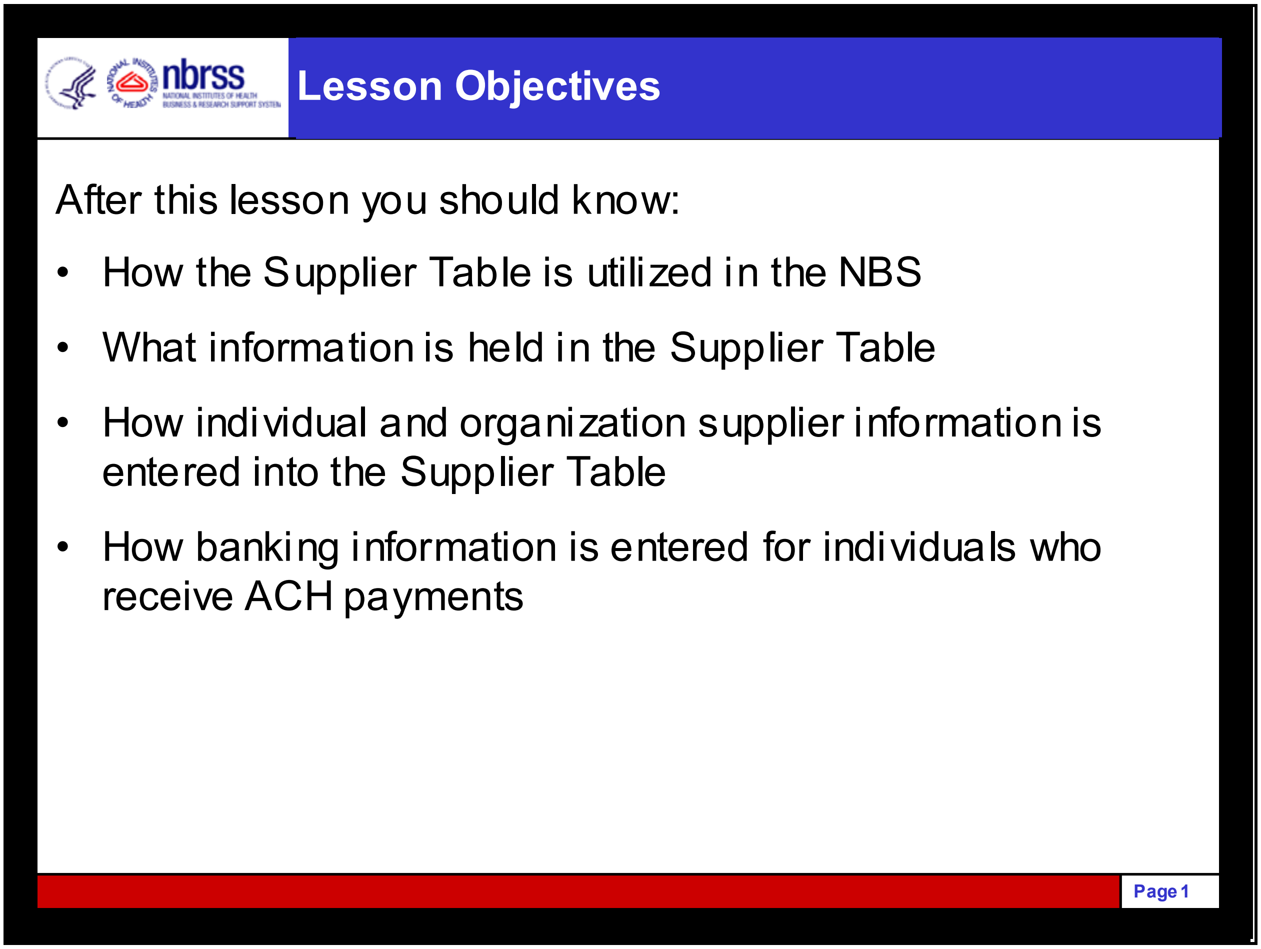
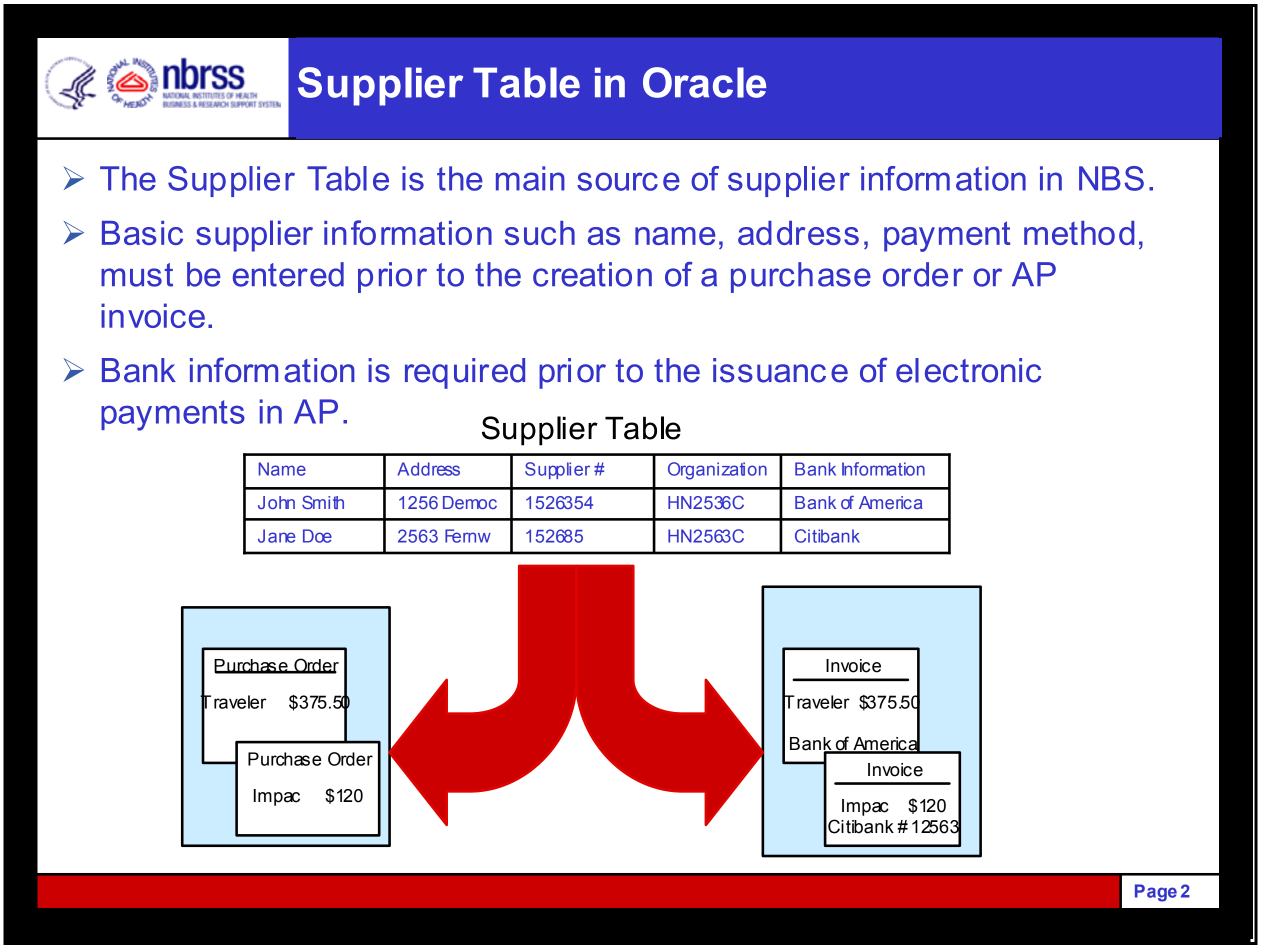
NATIONAL INSTITUTES OF HEALTH
BUSINESS & RESEARCH SUPPORT SYSTEM
Overview of Supplier Table
Track 2 End User Training
August 21 - 22, 2003

Lesson Objectives



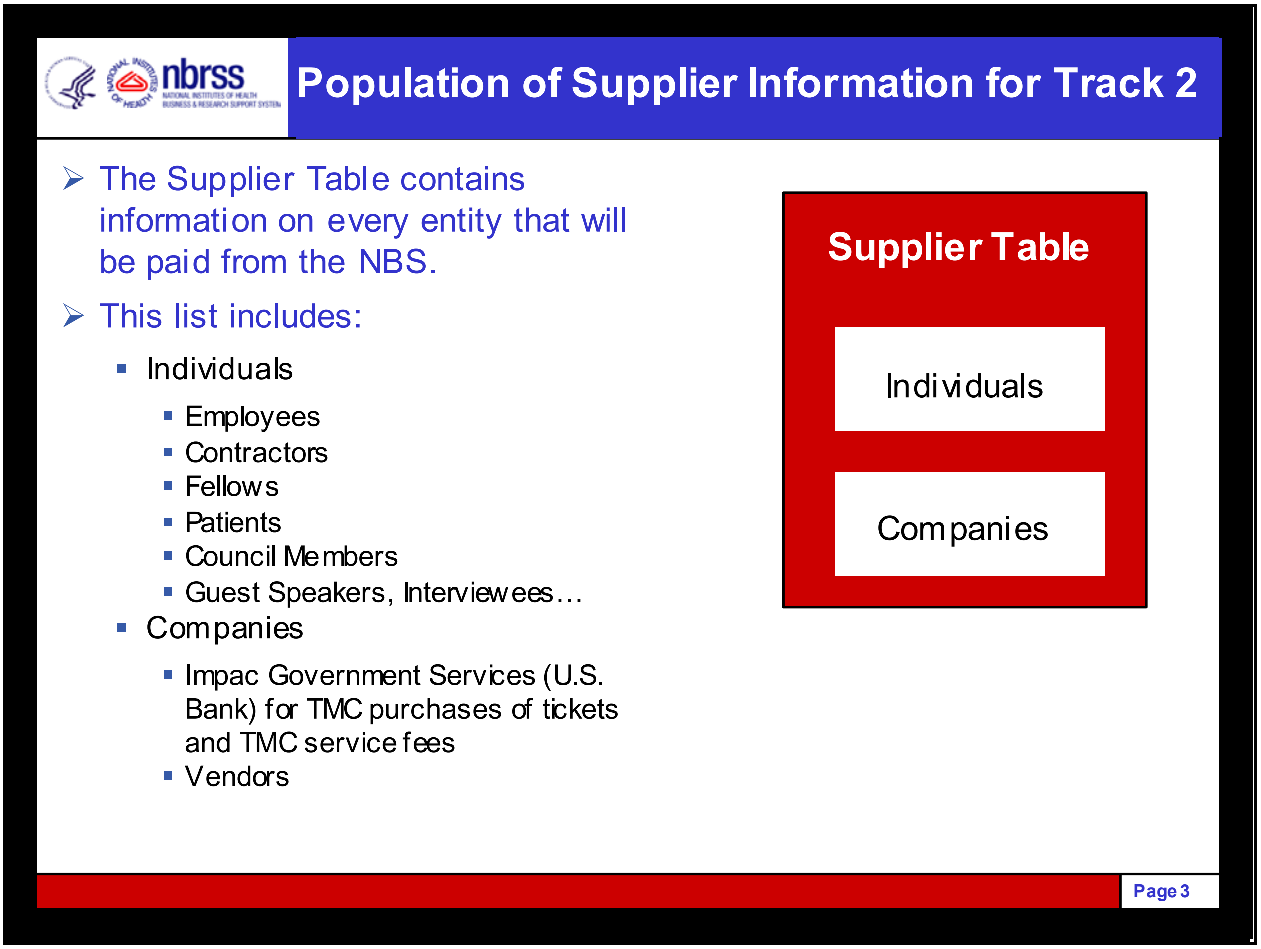
Supplier Table in Oracle



Before a purchase order or AP invoice can be set up, the supplier must be entered into the Supplier Table.

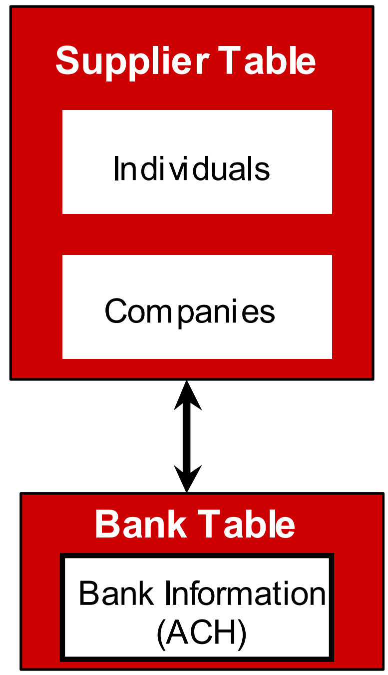
Before an electronic payment can be issued from AP, the supplier's bank information must be entered into the Bank Table.

Population of Supplier Information for Track 2

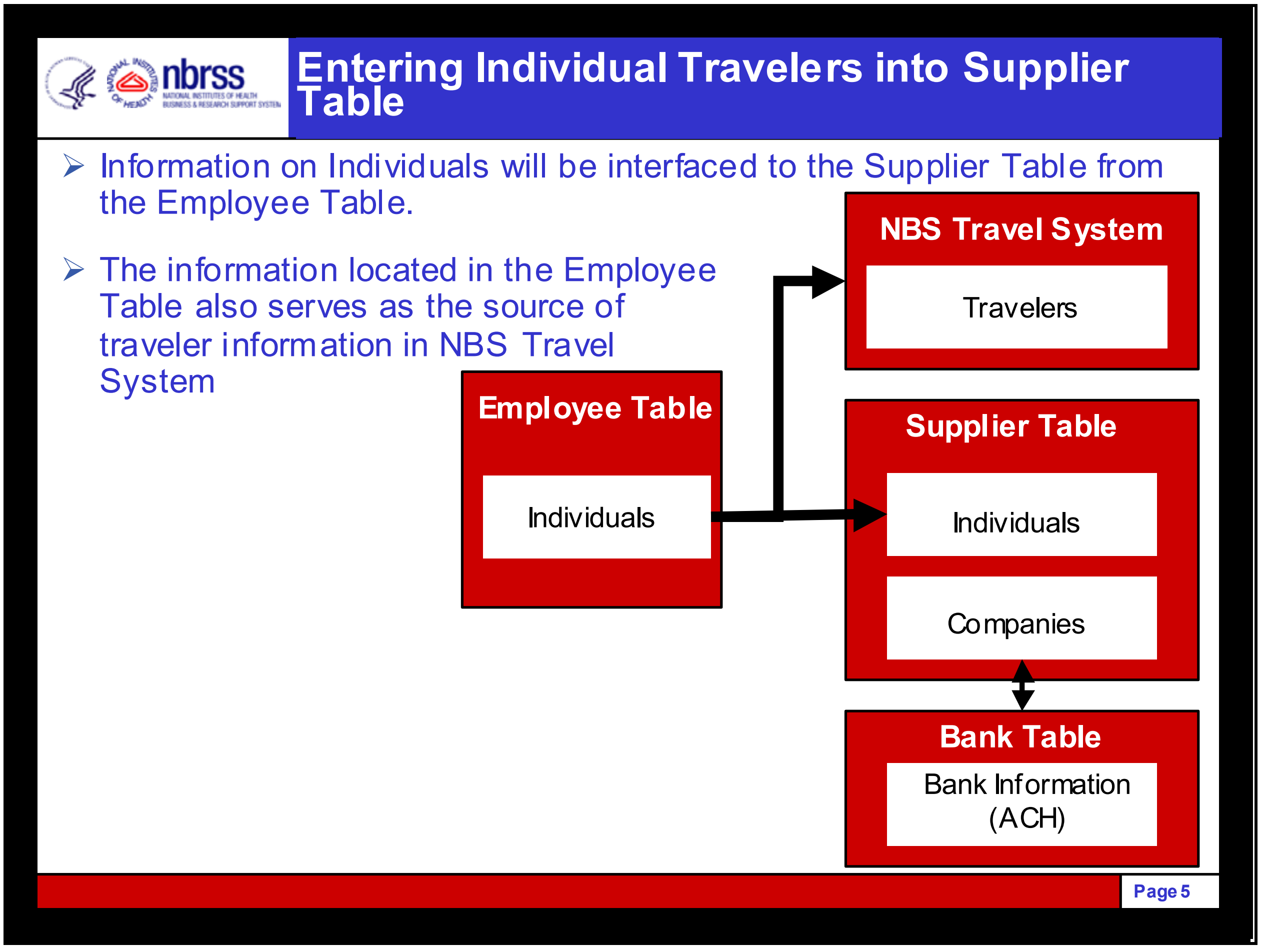


Population of Supplier Information for Track 2

- If a supplier is to be paid electronically, ACH data is required.
  - Most individuals will be required to submit ACH information.
  - The exceptions are Bethesda Clinical Center Patients, Baltimore Patients, and foreign travelers.

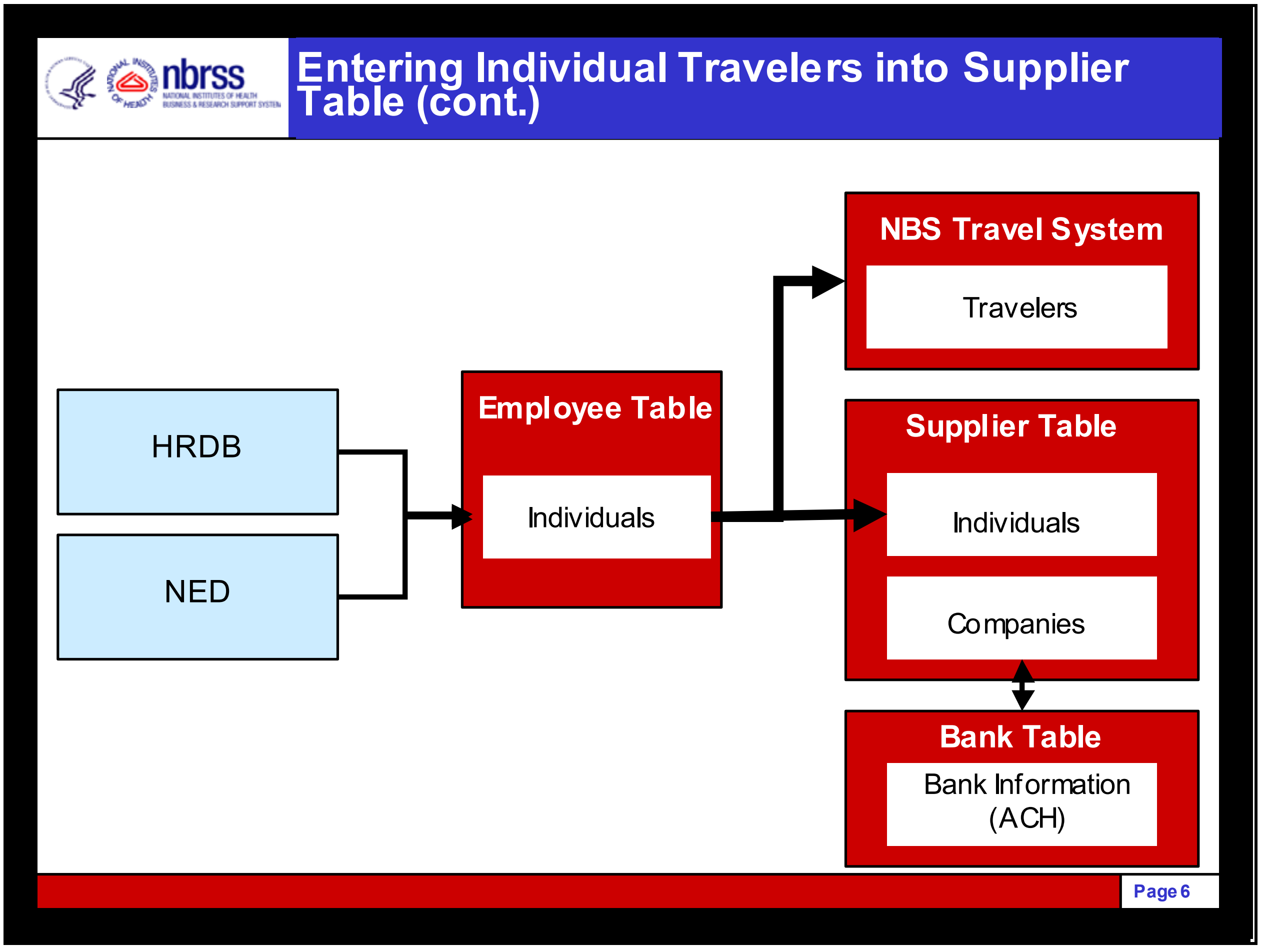


Entering Individual Travelers into Supplier Table



The process that brings information from the Employee Table to the Supplier Table and the NBS Travel System will run every hour.

Entering Individual Travelers into Supplier Table (cont.)

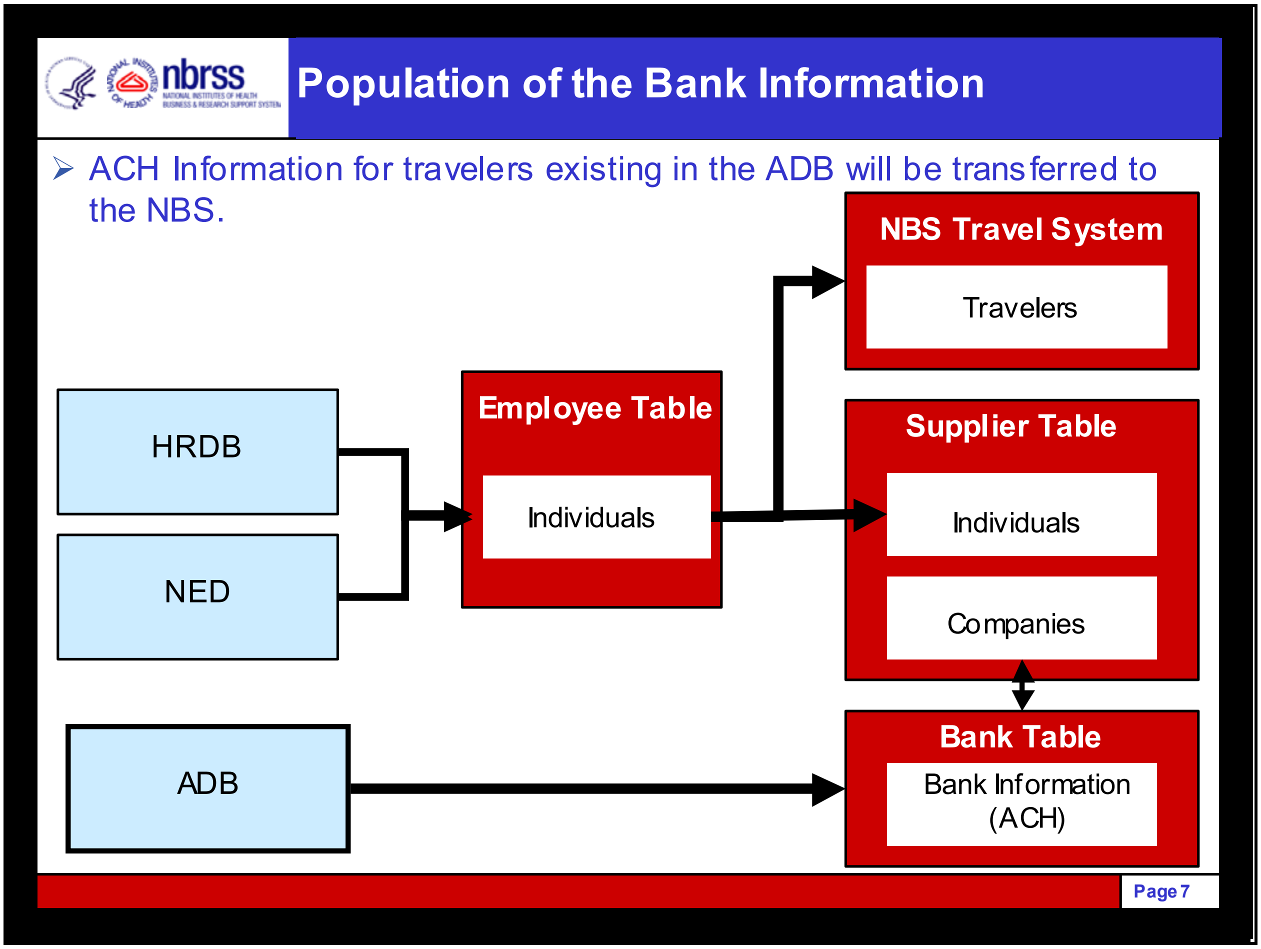


Information for individuals will be interfaced from HRDB (Human Resources Database) and NED (NIH Enterprise Directory) into the Employee Table.

The process that transfers records from NED to the Employee Table will run on a nightly basis.
The process that transfers records from HRDB to the Employee Table will run every two weeks.

Individuals who are not located in either of those two systems will be entered directly into the Employee Table.

Population of the Bank Information



The process that transfers ACH information from the ADB to the NBS Bank Table will run on a nightly basis.

ACH information for new travelers who wish to be paid electronically and are not located in the ADB must be entered into the NBS manually.

Traveler Entry into Oracle HR

	Bethesda Clinical Center Patients	Baltimore Patients	Phoenix Patients	Non-NIH Affiliated Travelers
EIN Prefix	**CP**	**BP**	**PP**	**NN**
Entry Method	➢ Clinical Center Enters ➢ OFM Reviews	➢ Baltimore Requests ➢ OFM Approves or Rejects	➢ Phoenix Requests ➢ OFM Approves or Rejects	➢ IC Requests ➢ OFM Approves or Rejects
ACH	**NO**	**As needed**	**Yes**	**As Needed**

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Four types of individuals will not be interfaced from NED or the HRDB:

- Bethesda Clinical Center Patients (CP)
- Baltimore Patients (BP)
- Phoenix Patients (PP)
- Non-NIH Affiliated Travelers (NN)

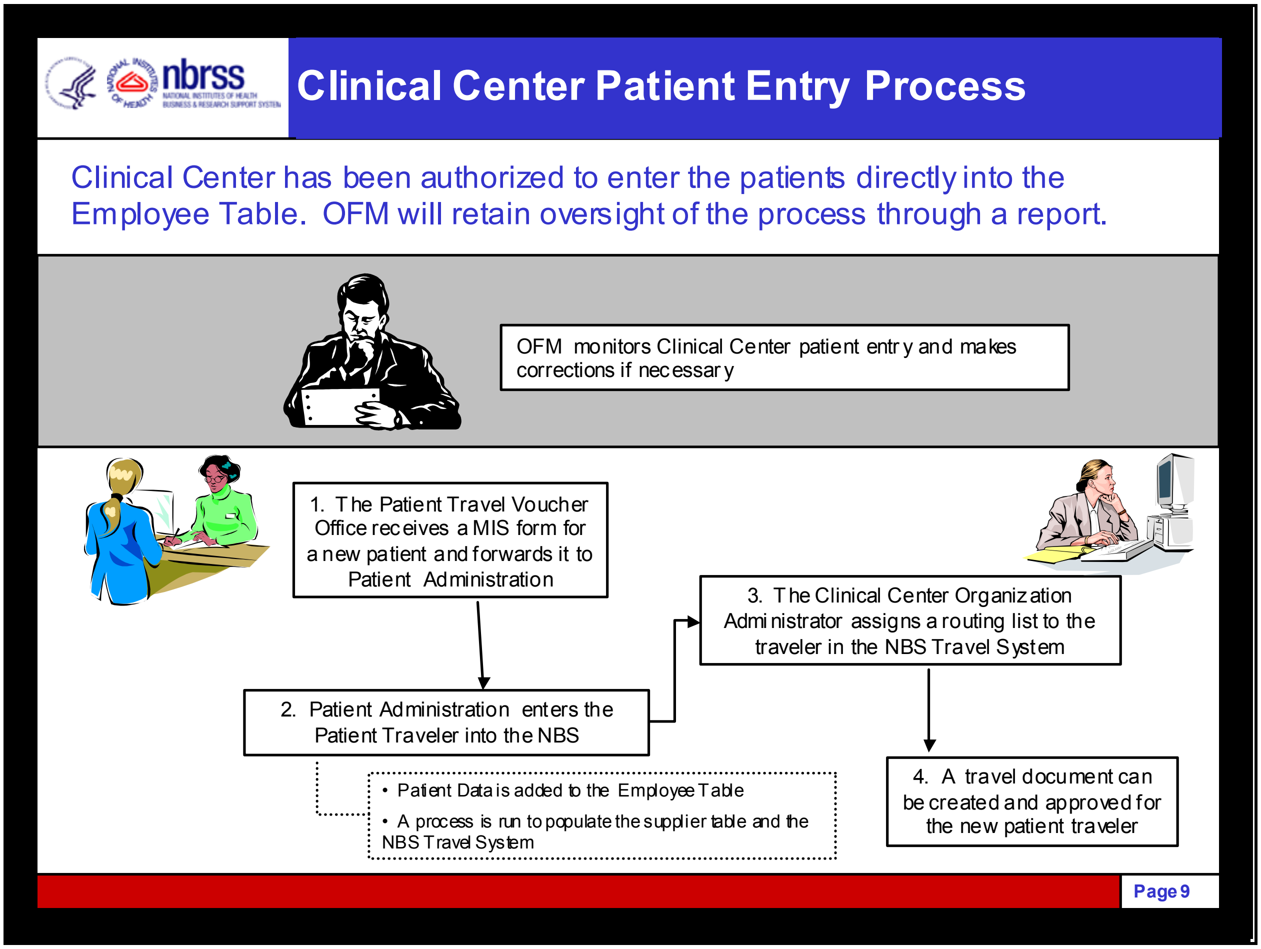
Government Accounting will approve the entry of the following travelers prior to the creation of the supplier record:

- Baltimore Patients
- Phoenix Patients
- Non-NIH Affiliated Travelers.

Clinical Center staff will enter the Bethesda Clinical Center Patients. OFM will retain oversight of the entry.

ACH entry is not allowed on Bethesda Clinical Center Patients.

Clinical Center Patient Entry Process



The Clinical Center in Bethesda is responsible for entering new patients that travel to the Clinical Center into the Employee Table.

A process will run every hour to send new traveler information to the NBS Travel System and the Supplier Table.

The Clinical Center Organization Administrator is responsible for setting up the traveler profiles for the newly added patient travelers.

OFM is responsible for general oversight of the Clinical Center's record entry to ensure that they are following entry guidelines.

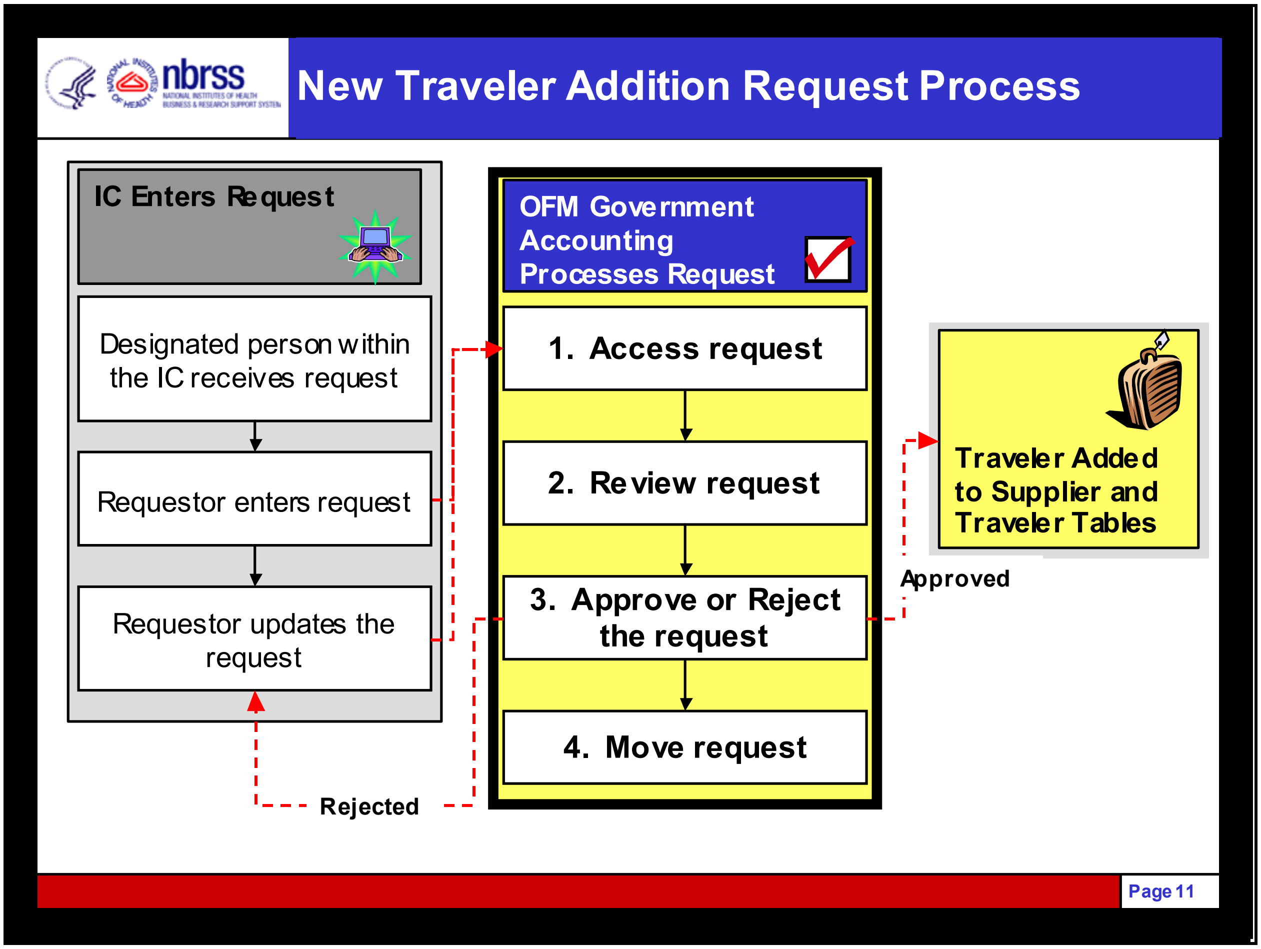
OFM Oversight of Clinical Center Entry

OFM Oversight of Clinical Center Entry

OFM monitors Clinical Center patient activity and makes corrections if necessary

- OFM retains oversight responsibilities for Clinical Center patient entry.
- OFM Government Accounting Office runs a report to view all entries made by Clinical Center to review for accuracy.
- If the Clinical Center requires a change to a patient's SSN or name, the Clinical Center must request the change from OFM.

Option 3: Oracle Extension



This process is similar to the current EIN request process.

This process will be used when adding Baltimore Patients, Phoenix Patients and Non-NIH Affiliated Travelers to the NBS.

OFM will receive the request via email to a central mailbox.

OFM retains control over the record. The record will not proceed to the supplier table or to the NBS Travel System until OFM approves the request.

NBS ACH Source and Manual Entry Process

- The chart below describes the source of ACH information in the NBS.

Traveler Type	NBS ACH Source
Employees	ADB Vendor File
Domestic and Foreign Fellows with US bank account	ADB Vendor File
Foreign Fellows without US bank account	N/A
Consultants/Contractors	ADB Vendor File
Committee Members/Appointments	ADB Vendor File
Bethesda CC Patients	N/A
Baltimore Patients	N/A
Phoenix Patients	OFM
Non-NIH Affiliated Persons	OFM
Foreign Non-NIH Affiliated Persons	N/A

- Entry Process
  - IC faxes ACH Request form to Government Accounting
  - Government Accounting reviews request for completeness
  - Government Accounting enters ACH information

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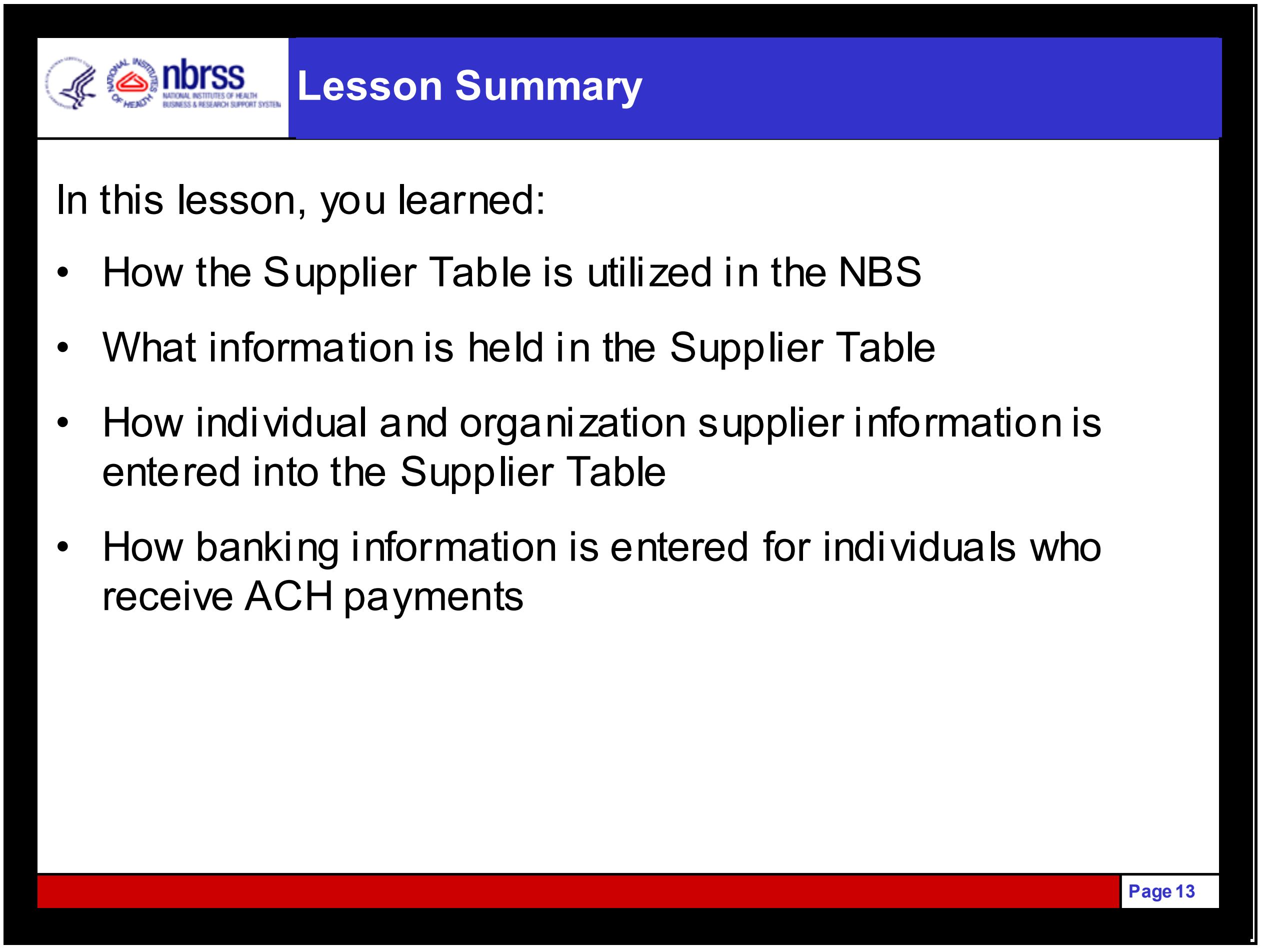
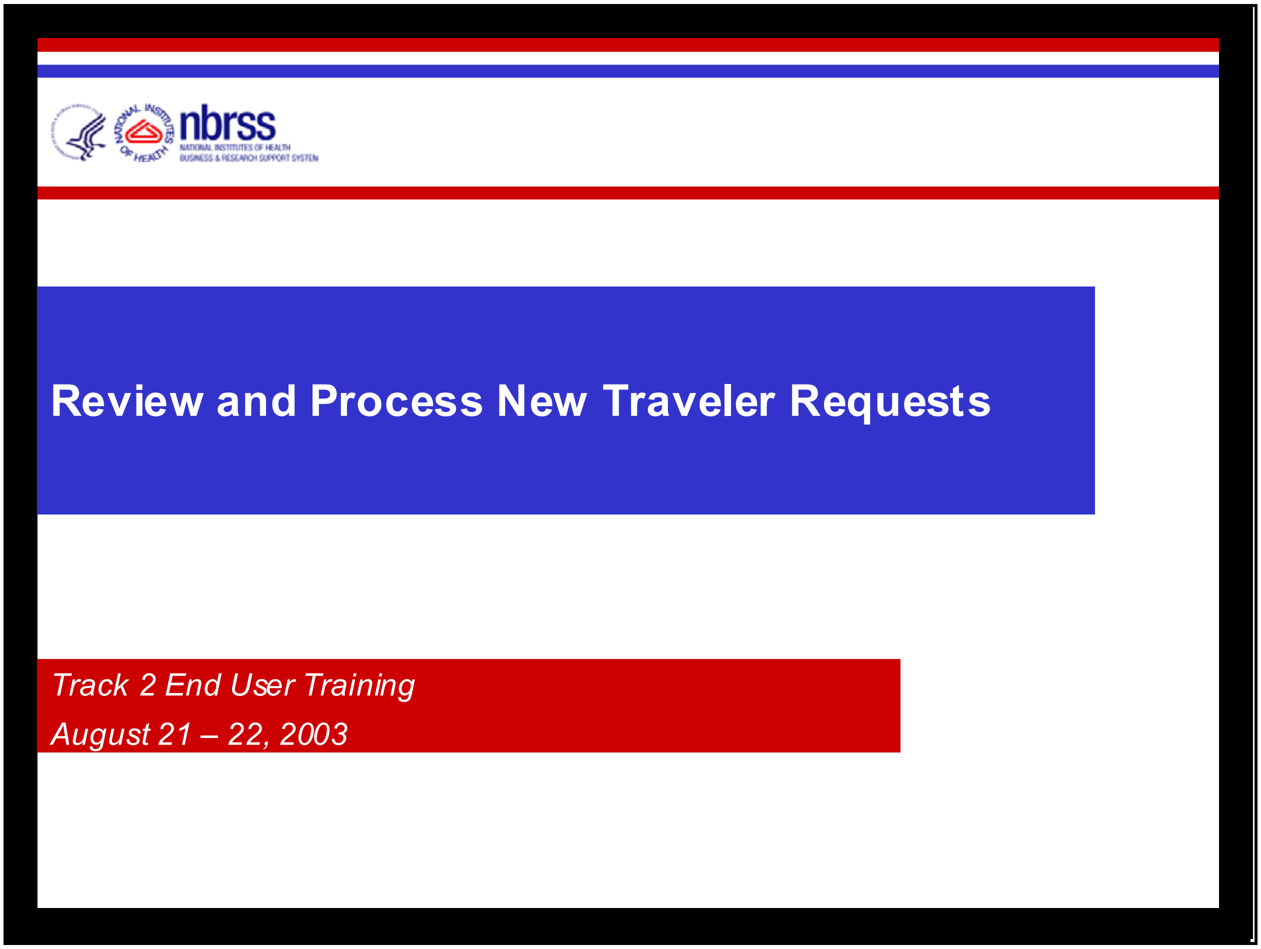
Lesson Summary



Review and Process New Traveler Requests

Chapter 5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NATIONAL INSTITUTES OF HEALTH
BUSINESS & RESEARCH SUPPORT SYSTEM
Review and Process New Traveler Requests
Track 2 End User Training
August 21 – 22, 2003

Lesson Objectives

After this lesson you should know how to:

- Review and Process New Traveler Requests
- Review Clinical Center Patient Entry
- Update Clinical Center Records

Page 1

Reviewing and Processing New Traveler Requests

After this lesson you should know how to:

➔ **Review and Process New Traveler Requests**

- Review Clinical Center Patient Entry
- Update Clinical Center Records

Page 2

Roles and Responsibilities

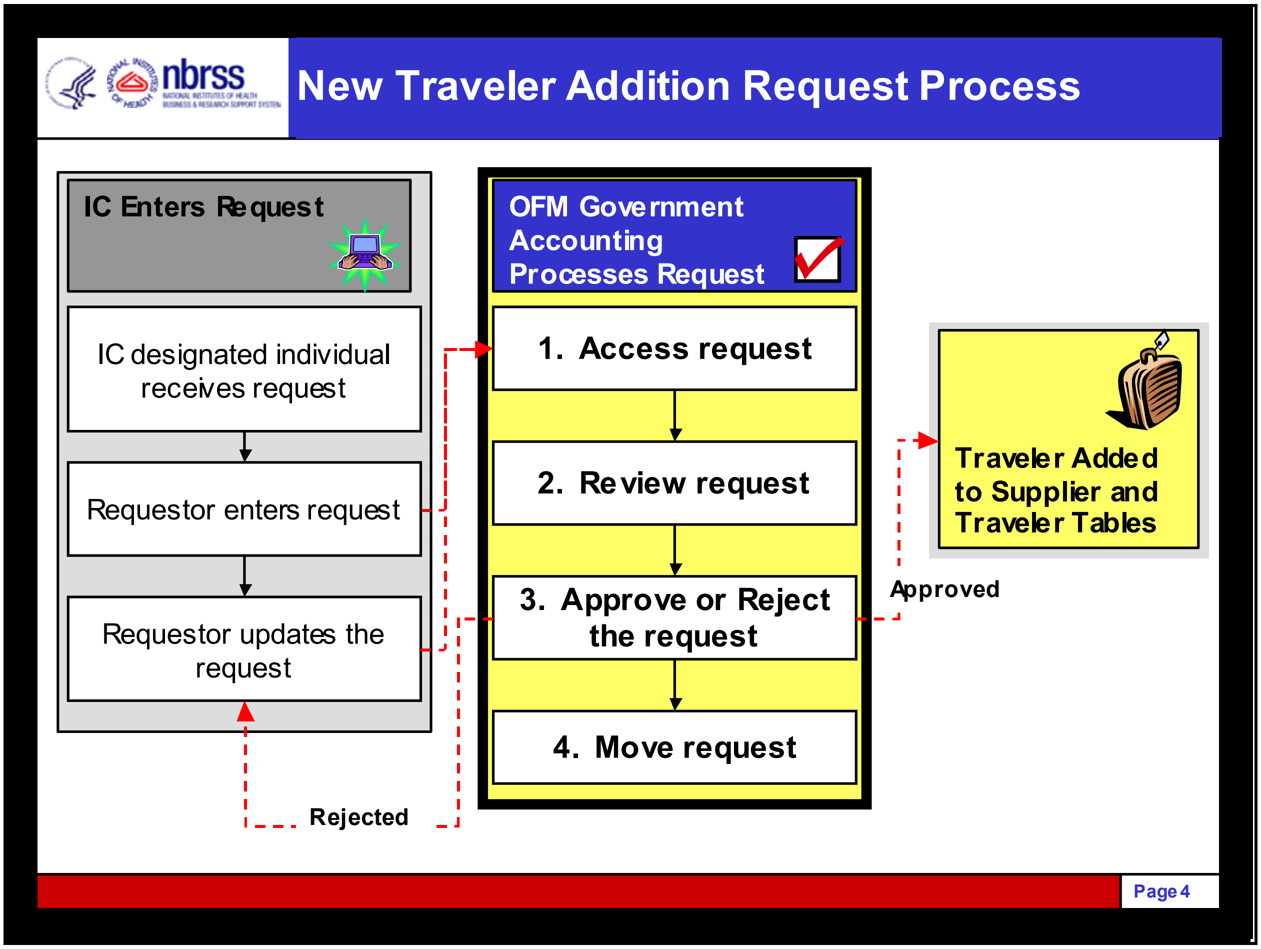
ICs

- ✓ Enter traveler addition requests in the NBS
- ✓ Provide OFM additional information, if requested
- ✓ Modify request, if requested

OFM Government Accounting

- ✓ Review request for accuracy and completeness
- ✓ Approve or reject the request
- ✓ Inform IC of additional information required

Option 3: Oracle Extension



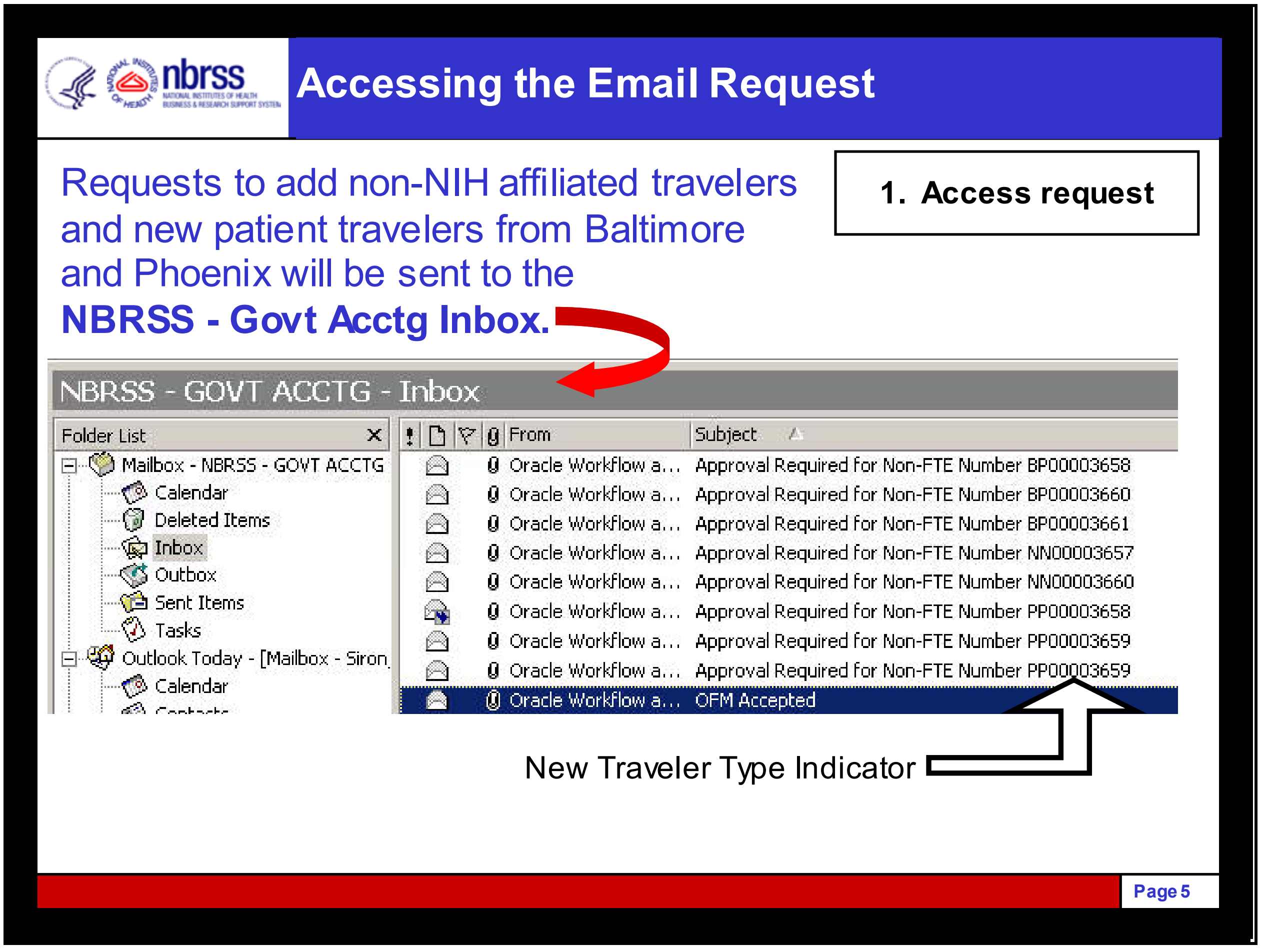
The Government Accounting Office Staff will receive requests to add/modify three different types of traveler records to the system:

- Baltimore Patients (Employee Number begins with BP)
- Phoenix Patients (Employee Number begins with PP)
- Non-NIH Affiliated Travelers, such as guest speakers, interviewees, etc. (Employee Number begins with NN)

All requests will be made electronically. Requests will be forwarded to a central mailbox, accessed through Microsoft Outlook.

The NBRSS – Govt Acctg mailbox will contain 2 types of requests: New Records and Updated Records

The Government Accounting Office staff that have been role mapped to the NIH Payables Manual Vendor Entry will be responsible for processing the requests.



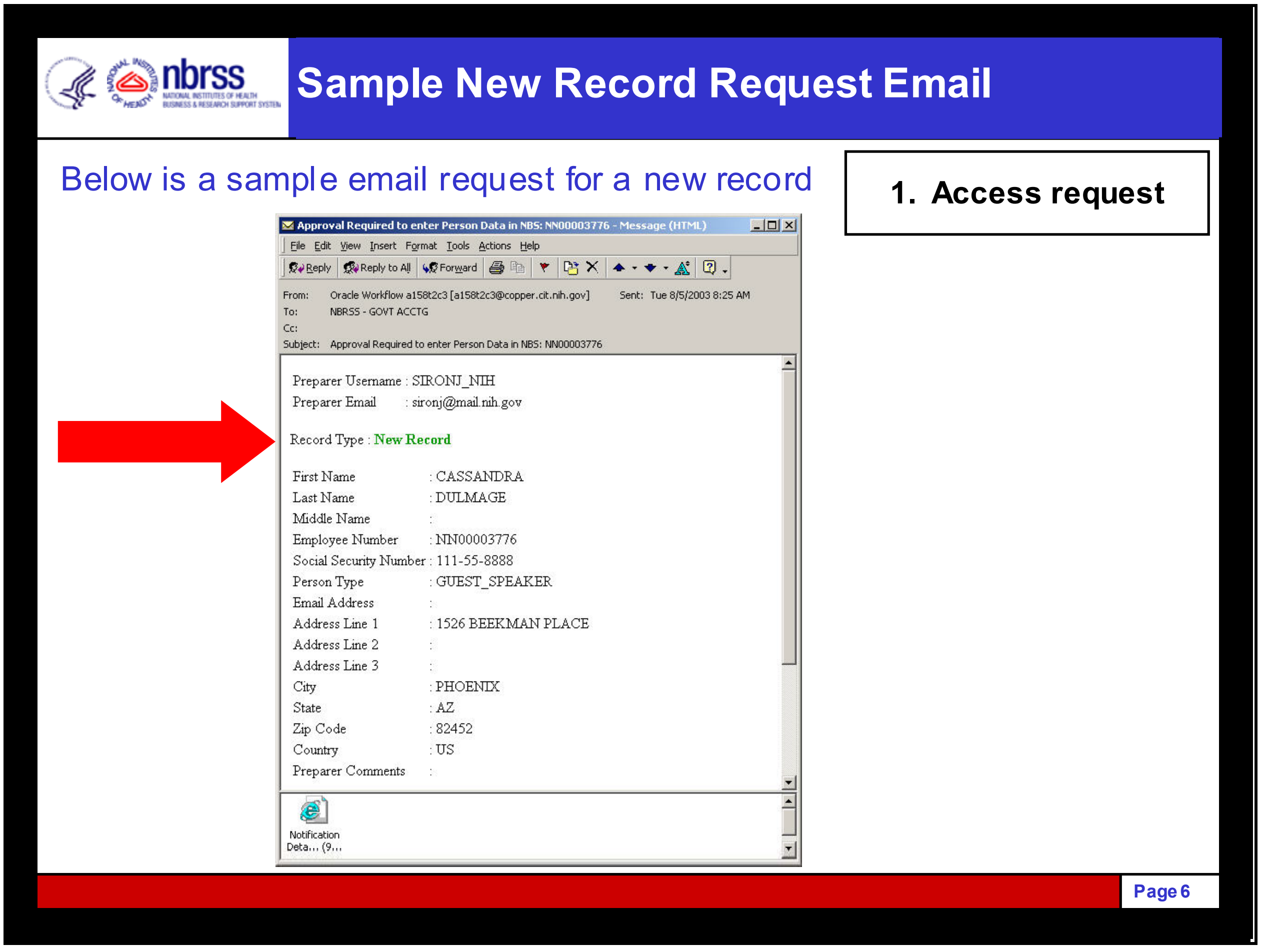
Individuals with the NIH Payables Manual Vendor Entry User responsibility will have access to the NBRSS Government Accounting Mailbox to which the requests are sent.

The subject of the email message will indicate the type of traveler. Priority should be given to patients (Patient numbers are prefixed with PP or BP).

To access the email request:

- Open Microsoft Outlook
- Select the **Mailbox – NBRSS – Govt Acctg – Inbox**
- Double click on the message to open

Sample New Record Request Email

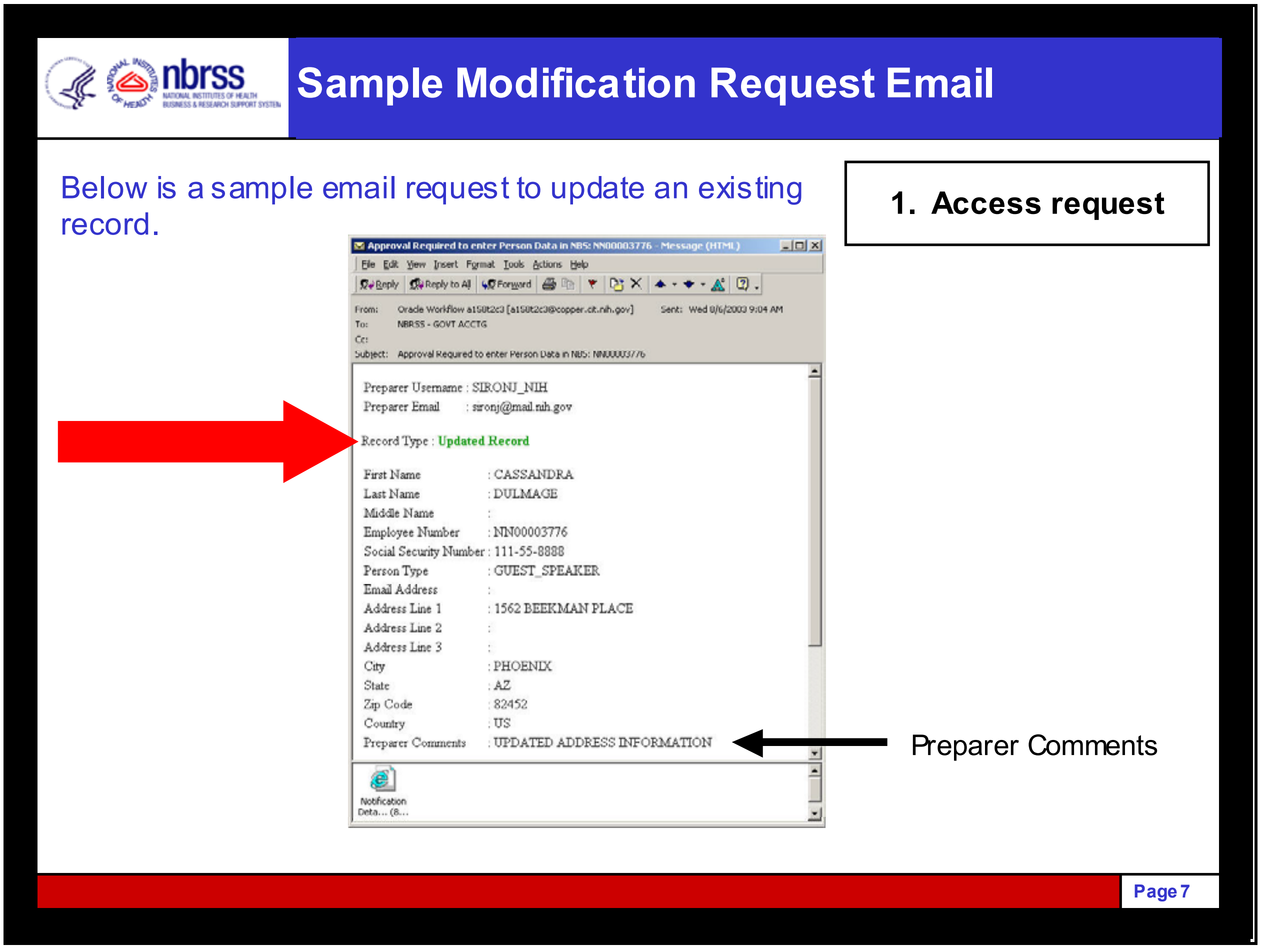


Requests for a new record will be indicated by a record type "New Record"

In the body of the email, the following information is displayed:

- Preparer's User Name
- Preparer's Email Address
- Record Type
- First Name
- Last Name
- Middle Name
- Employee Number
- Social Security Number
- Person Type (i.e. Baltimore Patient)
- Email Address
- Mailing Address Information
- Preparer Comments

Sample Modification Request Email

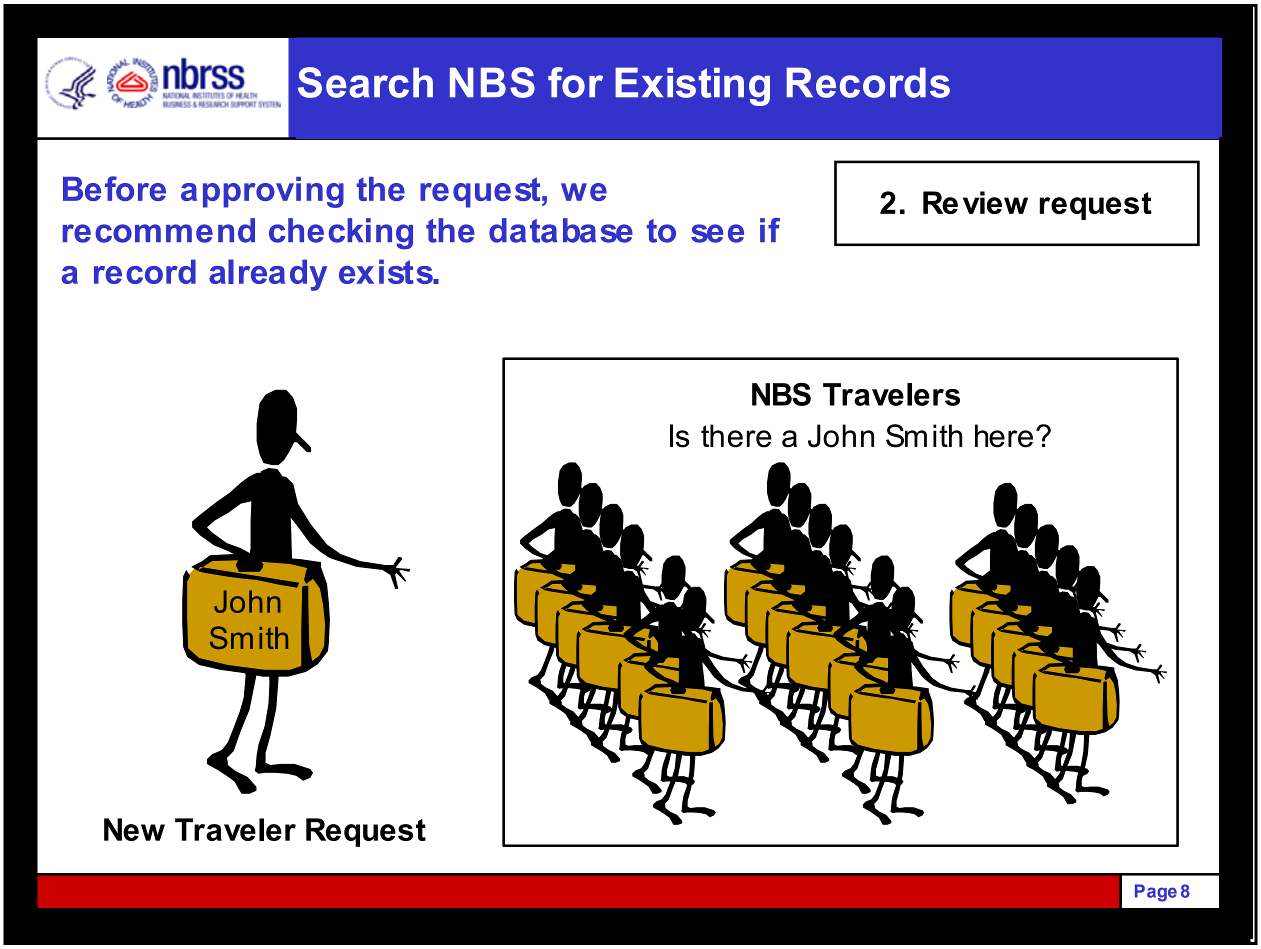


Requests for updated records will be indicated by a record type "Updated Record"

The same data fields are visible in the body of the email.

The requestors have been instructed to include details regarding the changes being requested in the **Preparer Comments** field.

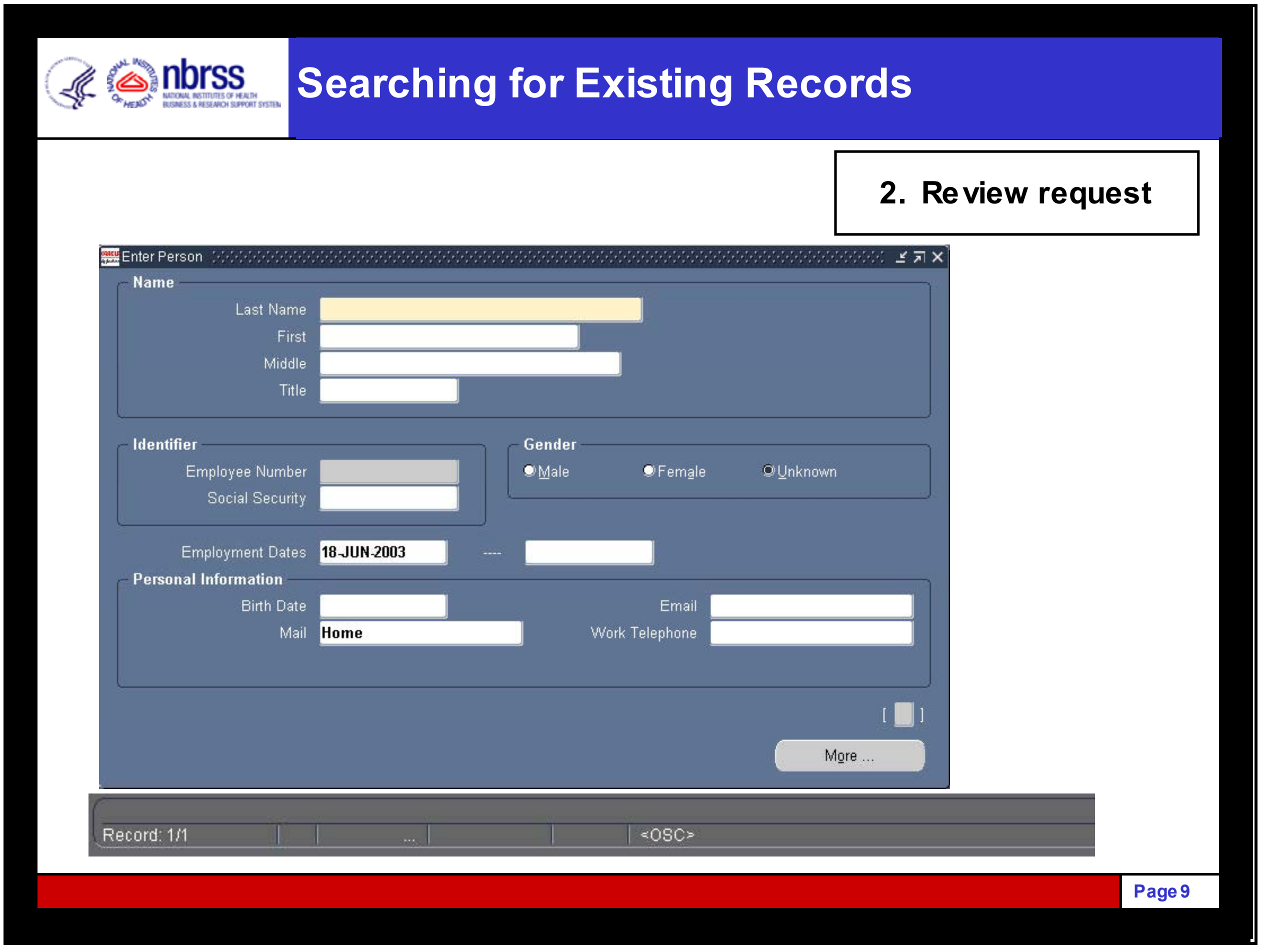
Search NBS for Existing Records



The patient's name and social security number listed in the email request can be used to search for existing records.

If a new traveler request is received for an individual who exists in the NBS, contact the requestor and suggest that they use the existing record.

Searching for Existing Records



You may search for existing records by using the Query Mode method.

- Press the F11 key
- Enter your search criteria
  - The first and last name (Use the % wildcard for partial values) or
  - The social security number
- Press Ctrl + F11 keys to execute the search

Searching in a few different ways helps ensure that duplicate records do not exist.

The status bar will indicate the query results.

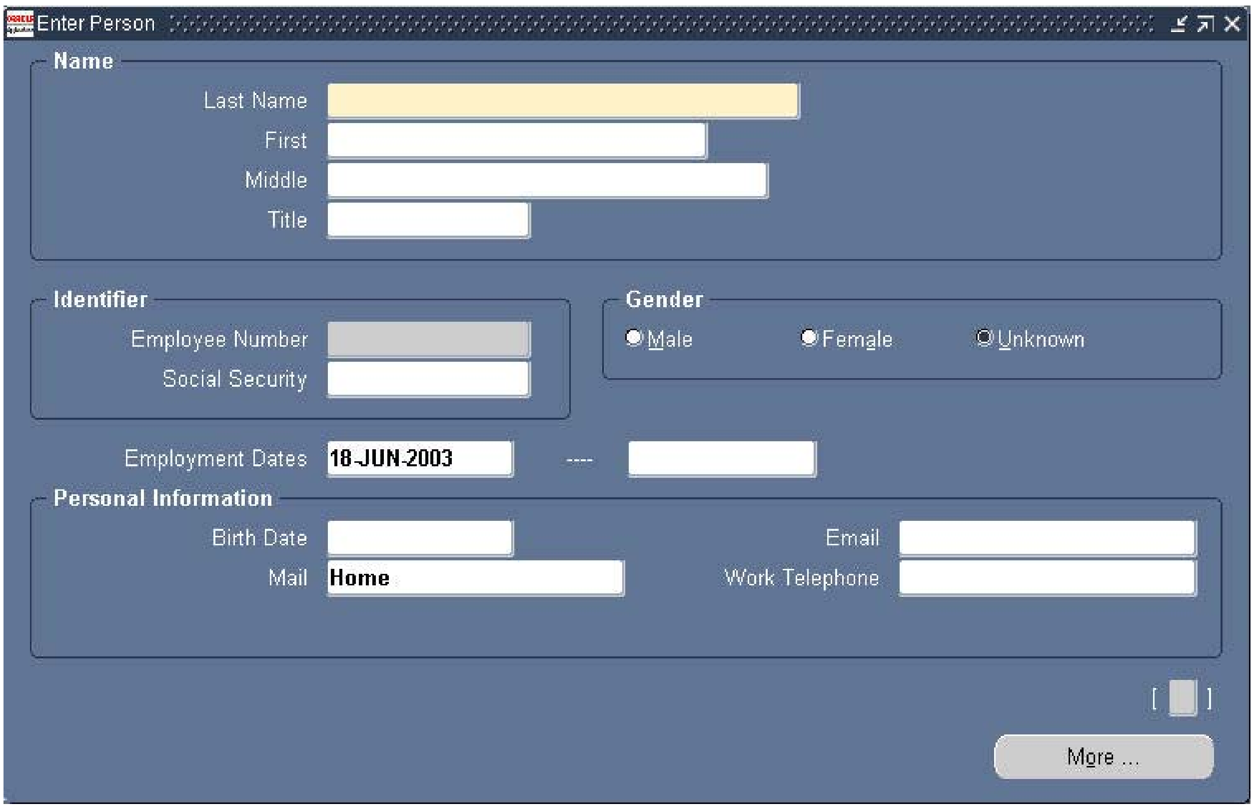
Note: If the status bar indicates that only one record was found, then no duplicates exist. The one record is the actual request that has been submitted.

To exit query mode, select the F4 key.

Searching for Employees

NIH Payables Manual Vendor Entry User N > Employees > Enter Employees Enter Person

NIH Phoenix Patient Entry User NIH Baltimore Patient Entry User NIH Clinical Center Patient Entry User NIH Non Affiliates Entry User N > Enter Person Enter Person



1. Press the **F11** key to enter query mode.

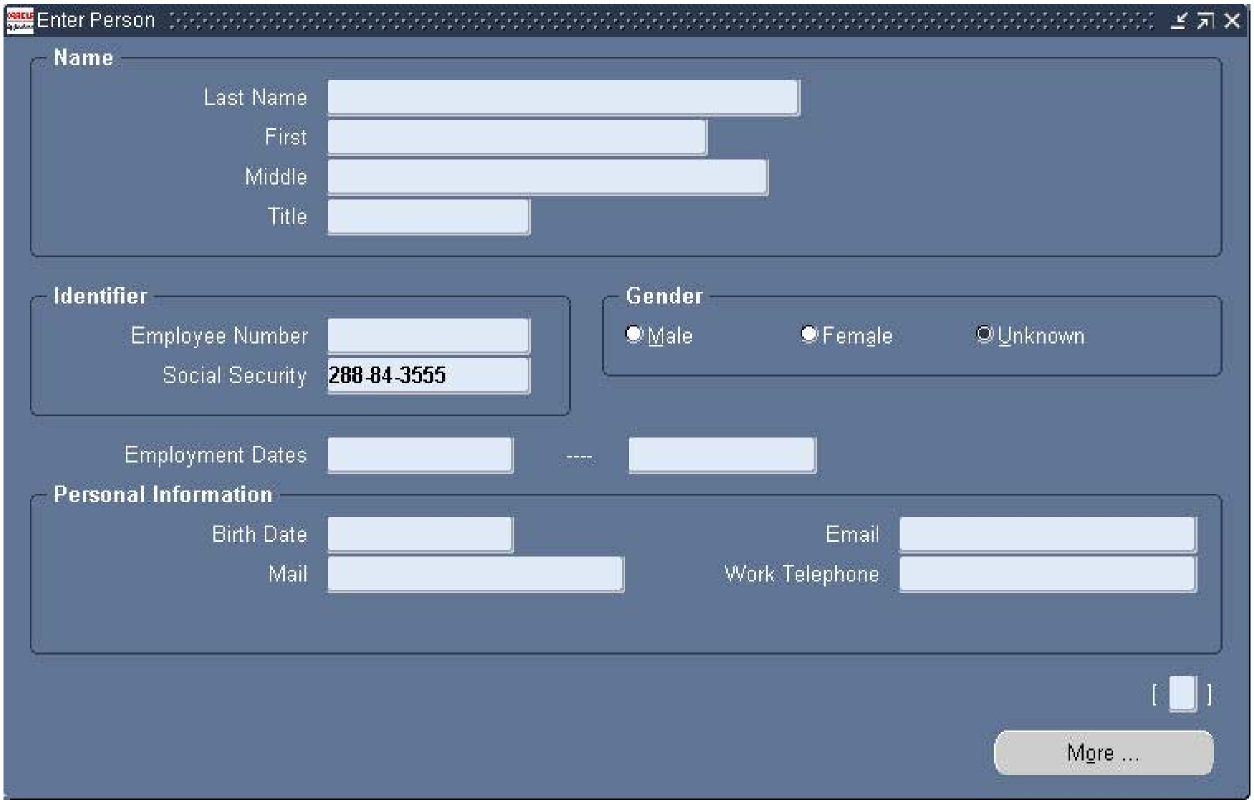
   Result: The fields turn blue.

2. Enter the search criteria.

   - Enter the individual's social security number in the **Social Security** field. Be sure to use the correct format (NNN-NN-NNNN)

- Enter the individual's last name, using % wildcard.

Example: Below is a sample screen.



3. Press the **Ctrl** + **F11** keys to execute the query.

   Result: The records that match your query criteria will be displayed or the status bar will read "Query caused no records to be retrieved. Re-Query"

If you would like to re-query the record, goto task #2.

If no records were found and you want to stop searching, goto task #4. Otherwise, end of activity.

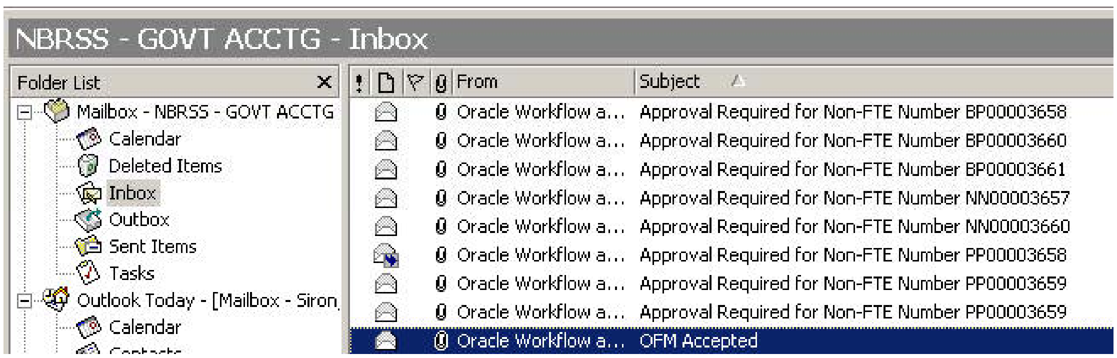
4. Press the **F4** key to exit query mode.

End of activity.

Approving or Rejecting the Request

3. Approve or Reject the request

➢ Return to NBRSS - Government Accounting Inbox



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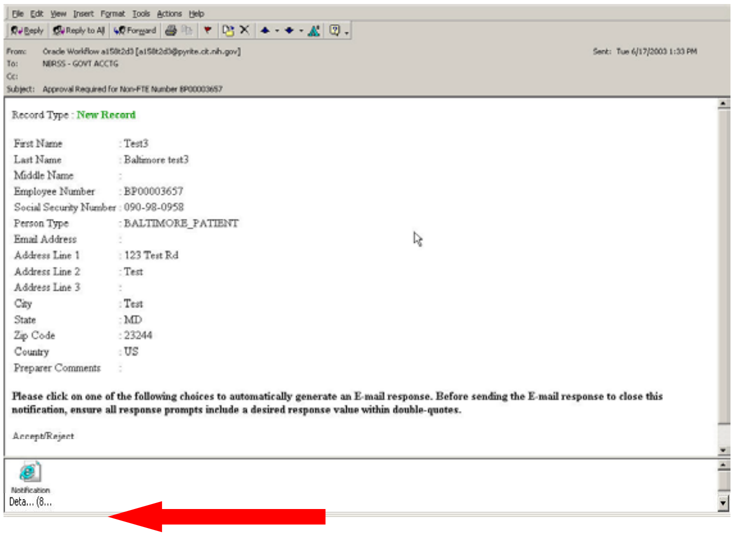
Approving or Rejecting the Request

3. Approve or Reject the request

- Open the email message



- Double click on the Internet Explorer icon
- Select Open and **OK**

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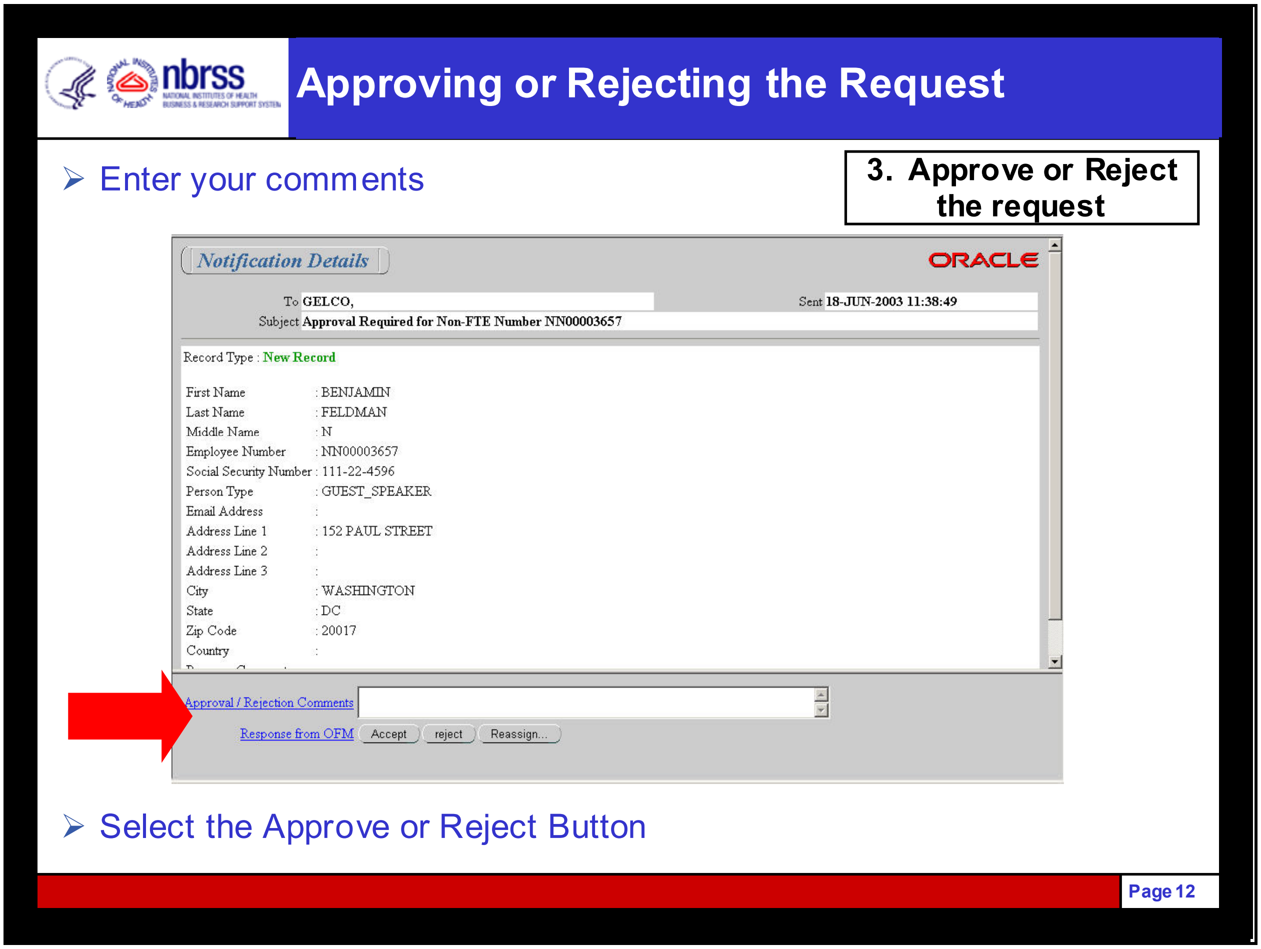
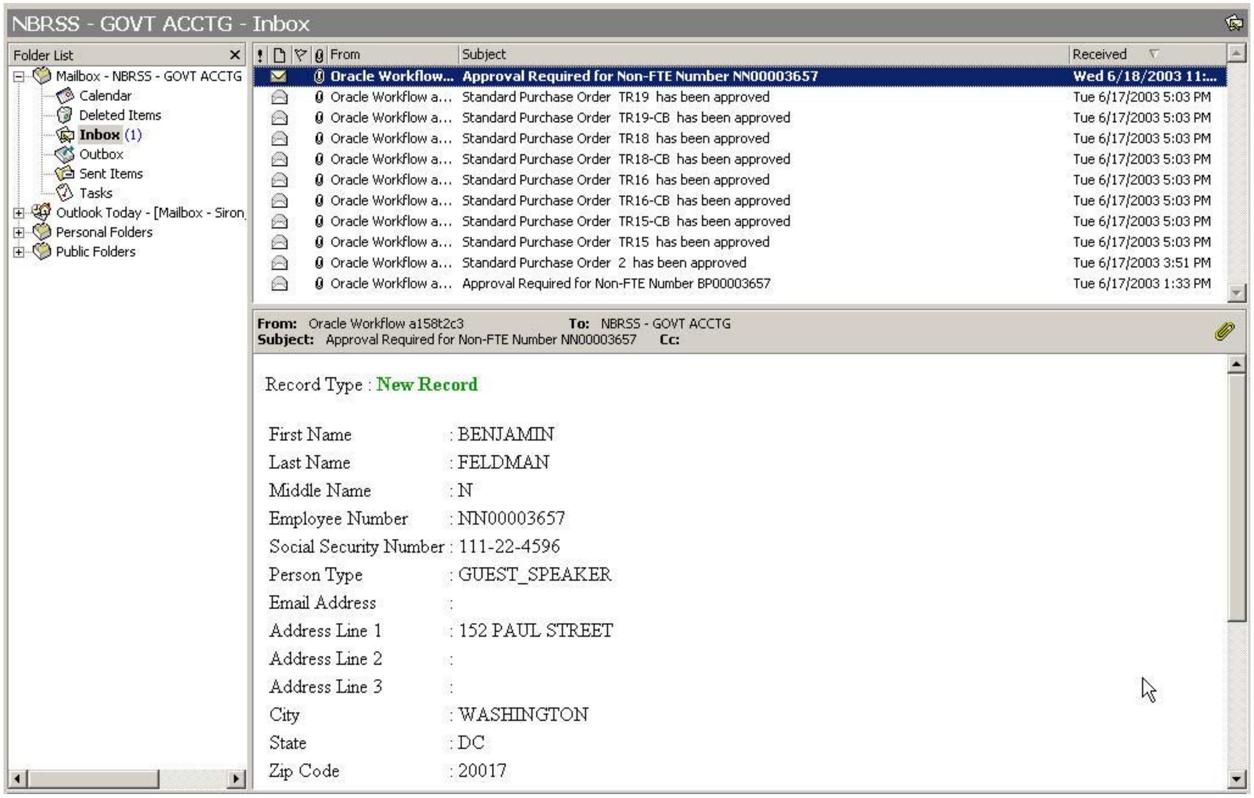
Approving or Rejecting the Request



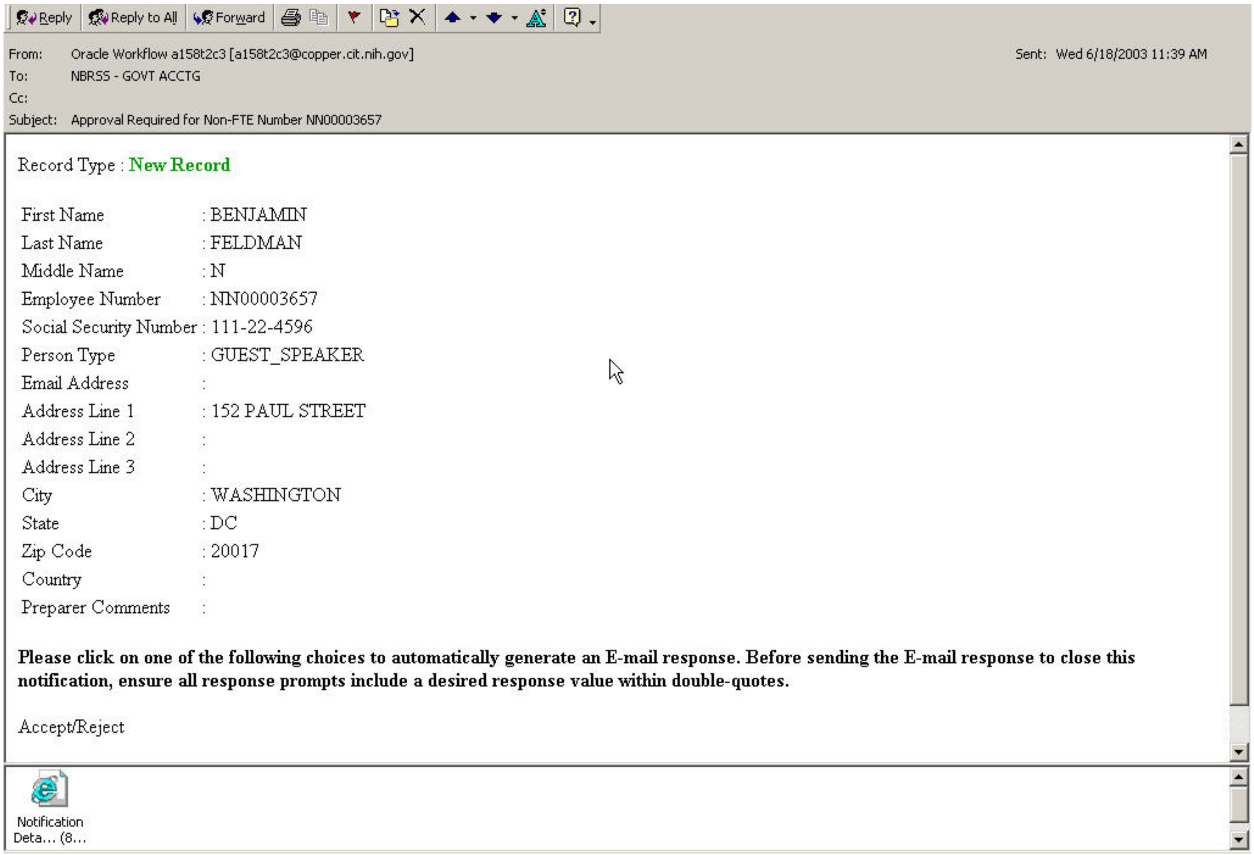
In the **Approval/Rejections Comments** field, you should at a minimum enter your initials and the date you processed the request.

MS Outlook Mailbox - NBRSS - GOVT ACCTG Inbox



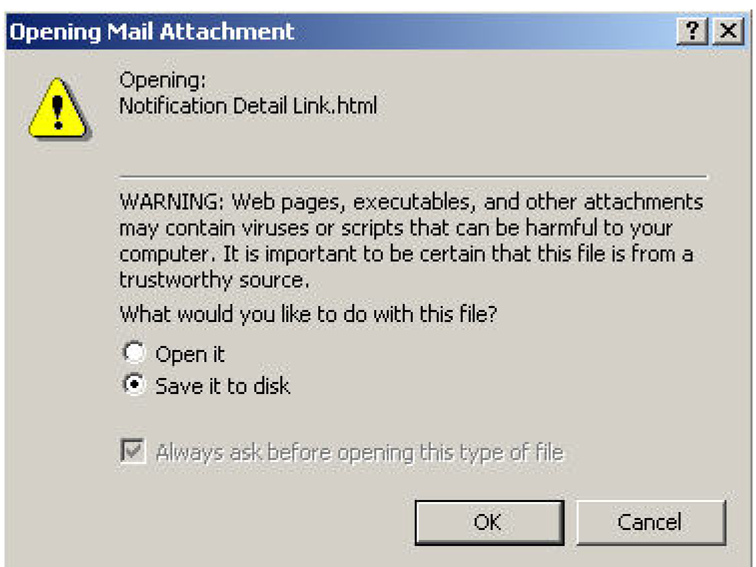
1. Double click on the new message to open.

   Result: The mail message will be displayed.



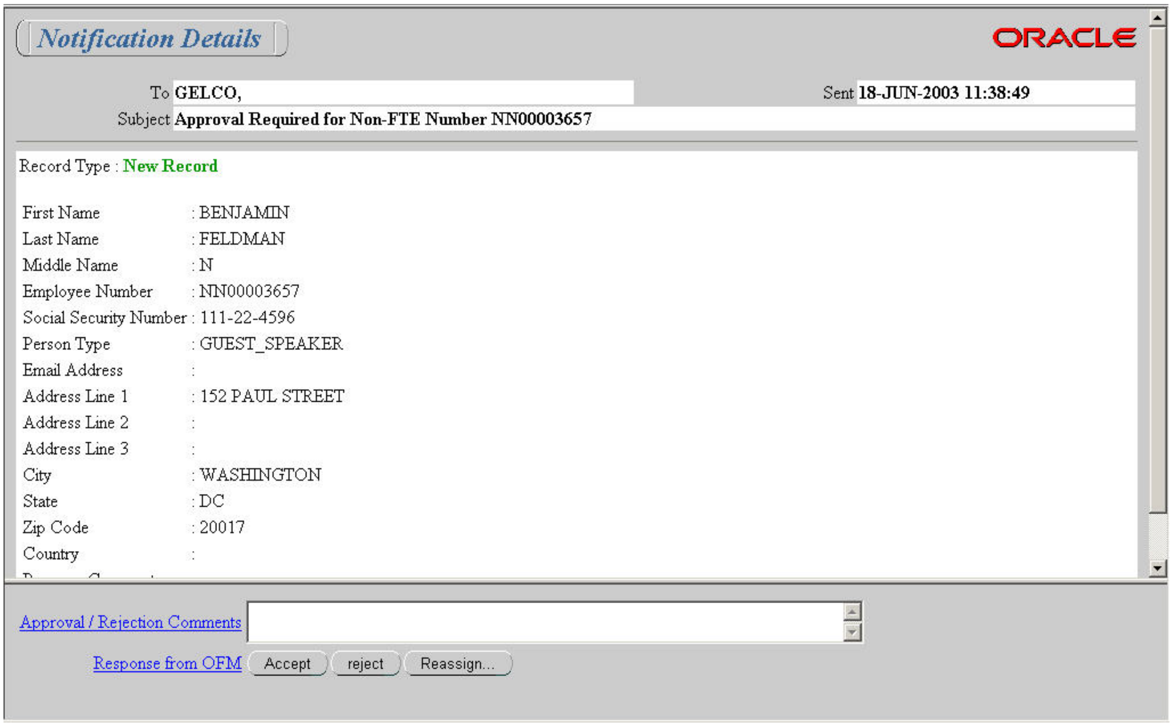
2. Double click on the **Notification Data** attachment.

Result: The **Open Mail Attachment** window is displayed.



3. Select **Open It** and select **OK**.

Result: The Oracle **Notification Details** window is displayed.



4. Review the request by using the scroll bar on the right side of the window.

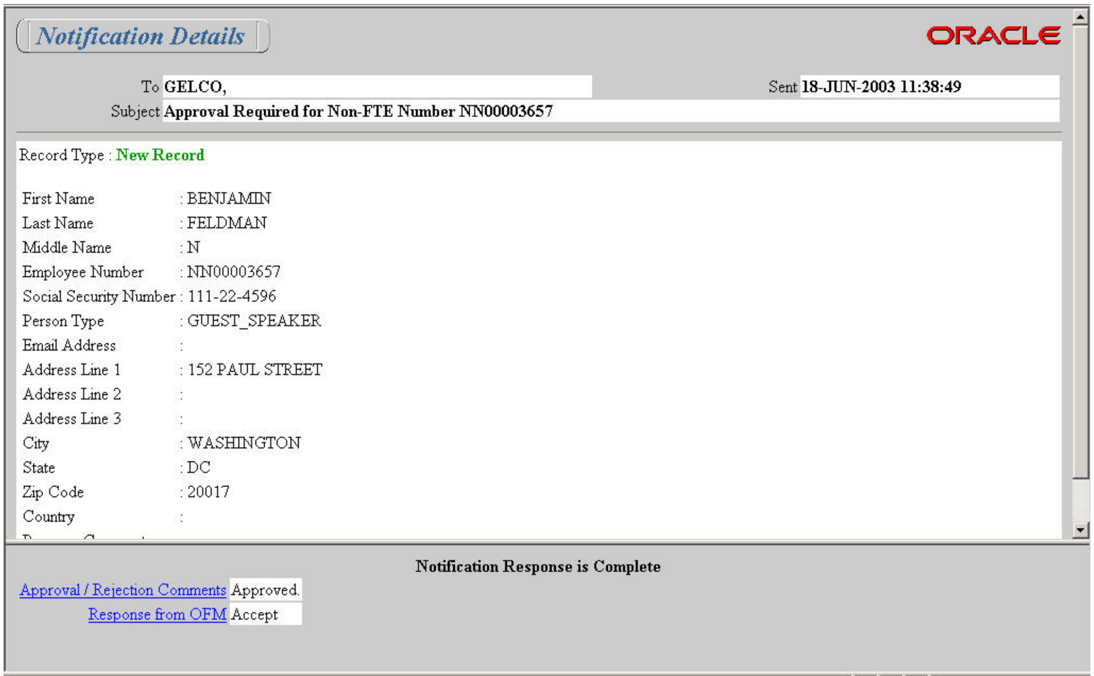
5. Enter comments in the **Approval/Rejection Comments** field.

   Note:
   - Enter your initials and the date in the comments box
   - If you are rejecting the request, indicate what action the requestor should take to correct the request

If the request is approved, goto task #6. Otherwise, goto task #7.

6. Select the **Accept** button.

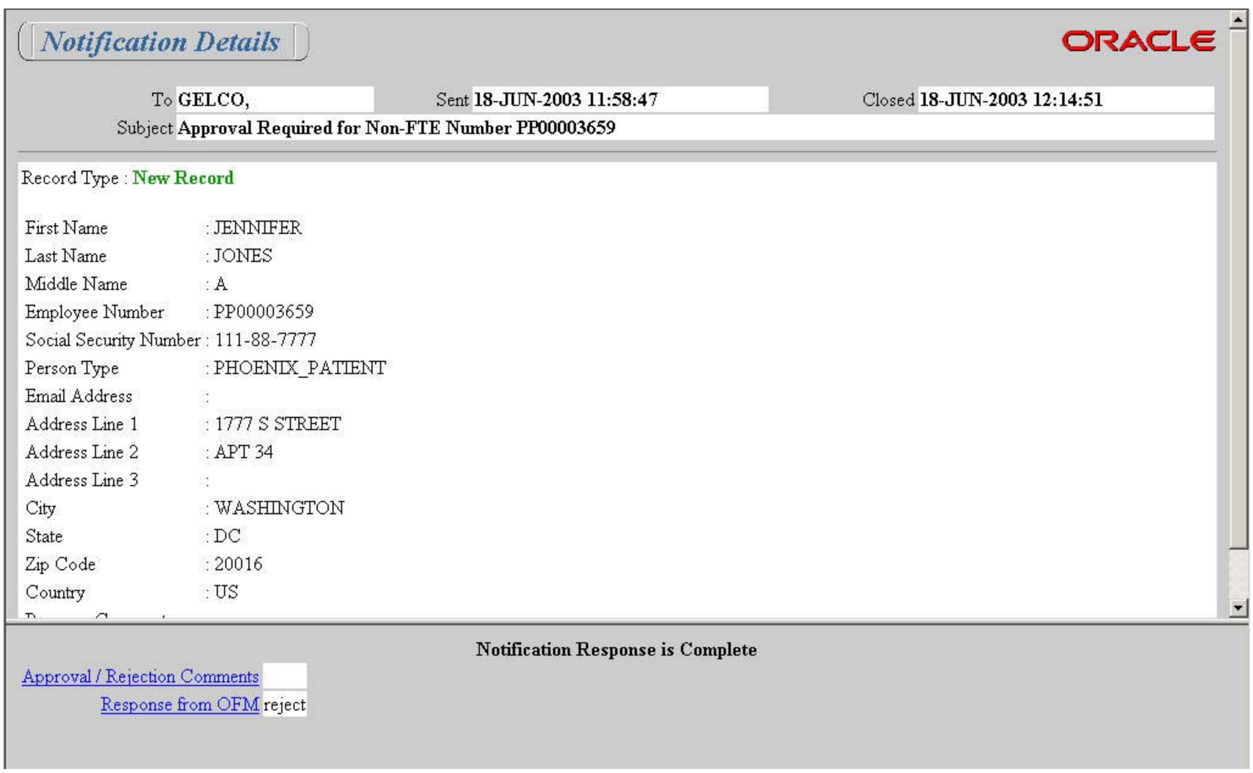
   Result: The notification is complete and the response from OFM reads "Accept."



Goto task #8.

7. Select the **Reject** button.

   Result: The notification is completed and the response from OFM reads "reject."

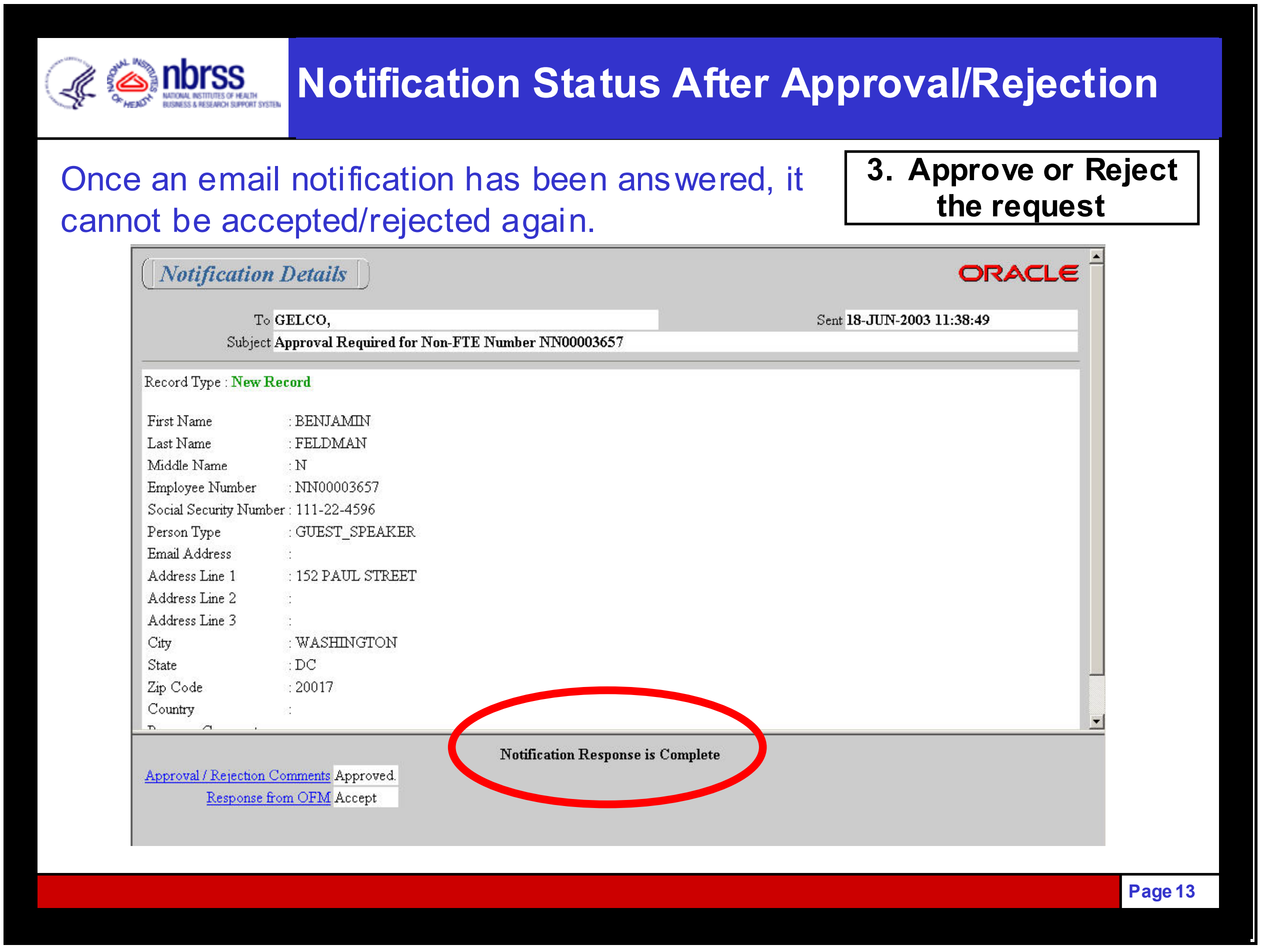


8. Close the **Notification Details** window.

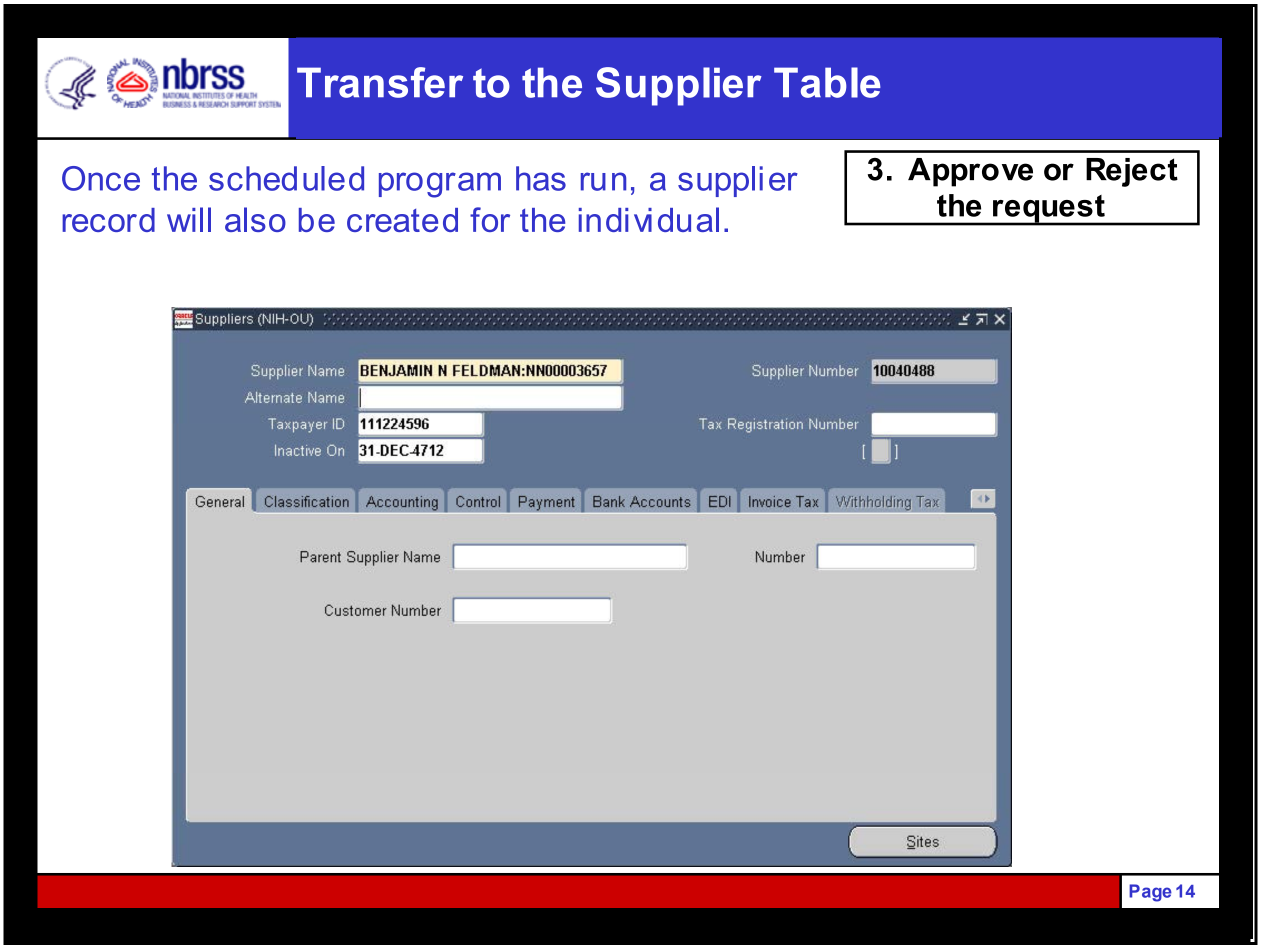
9. Close the Outlook Message.

End of activity.

Notification Status After Approval/Rejection



Transfer to the Supplier Table

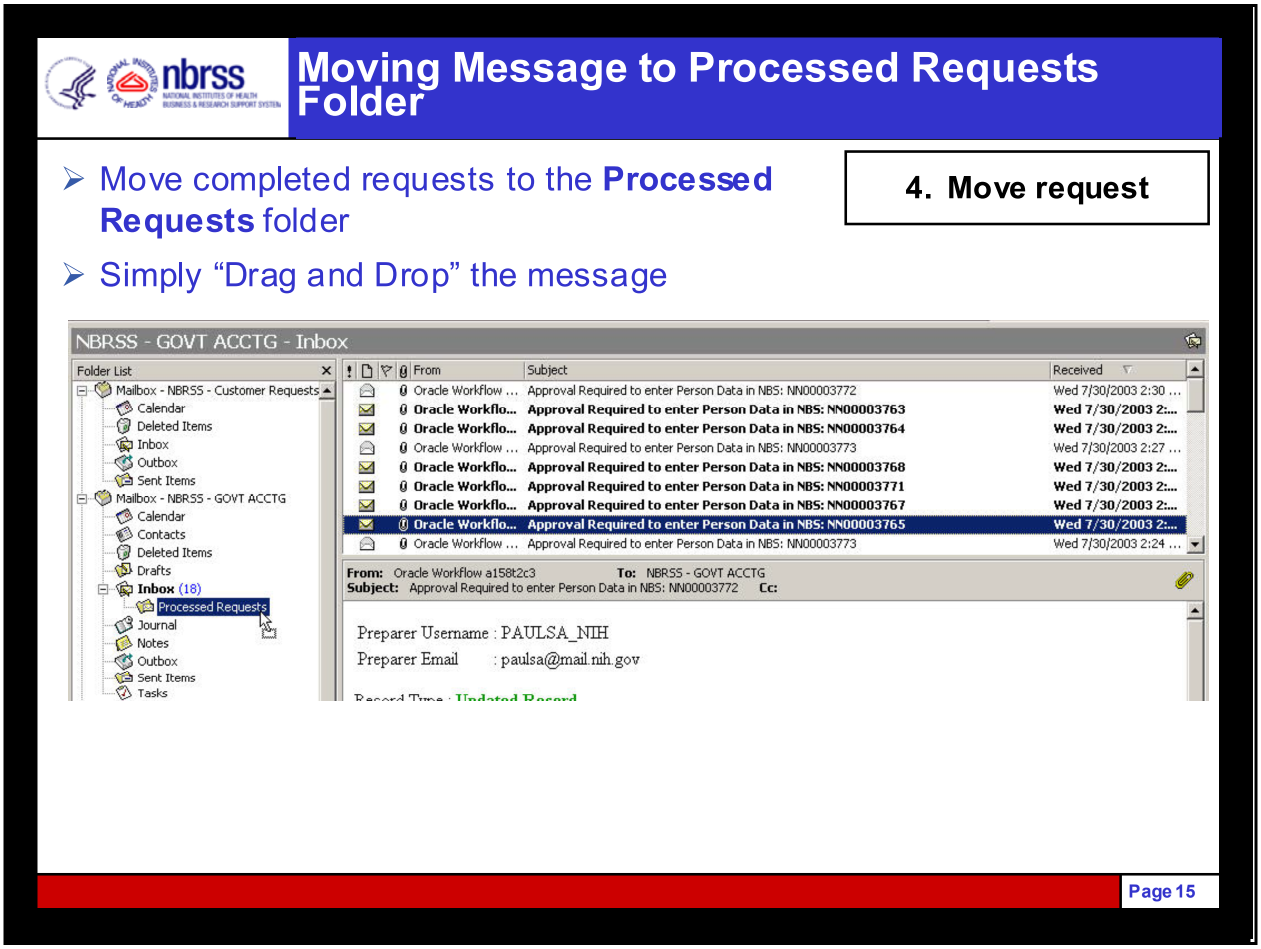


Supplier Name field is equal to the Employee Name:Employee Number.

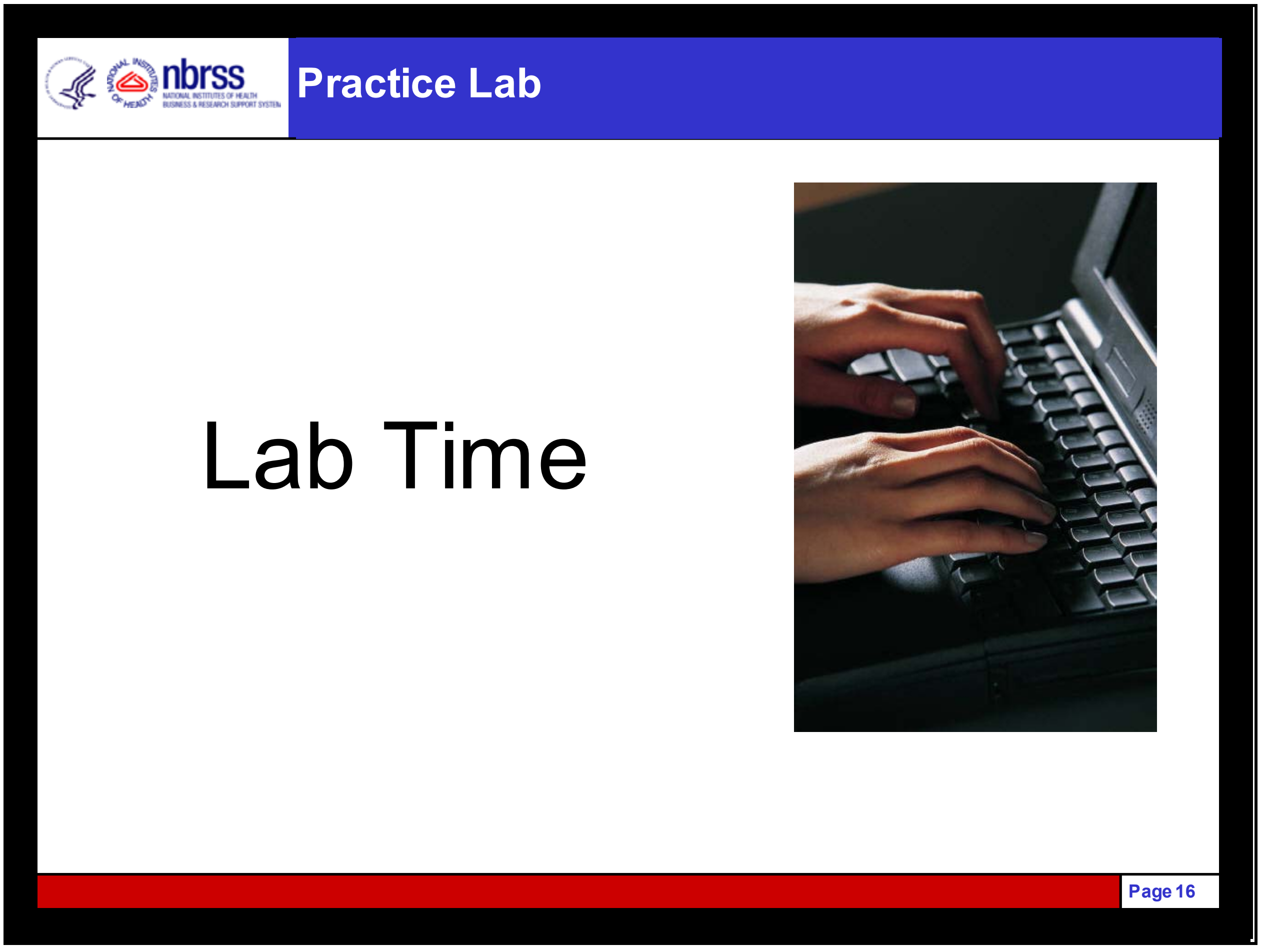
Taxpayer ID field is populated with the Social Security Number.

The NIH Bank Setup User may now enter ACH information for this traveler.

Moving Message to Processed Requests Folder



To move the message to the Processed Requests folder, select the message in the upper-right hand frame and drag your cursor to the Processed Requests folder.



Complete Lab 1: Approving/Rejecting New Traveler Requests

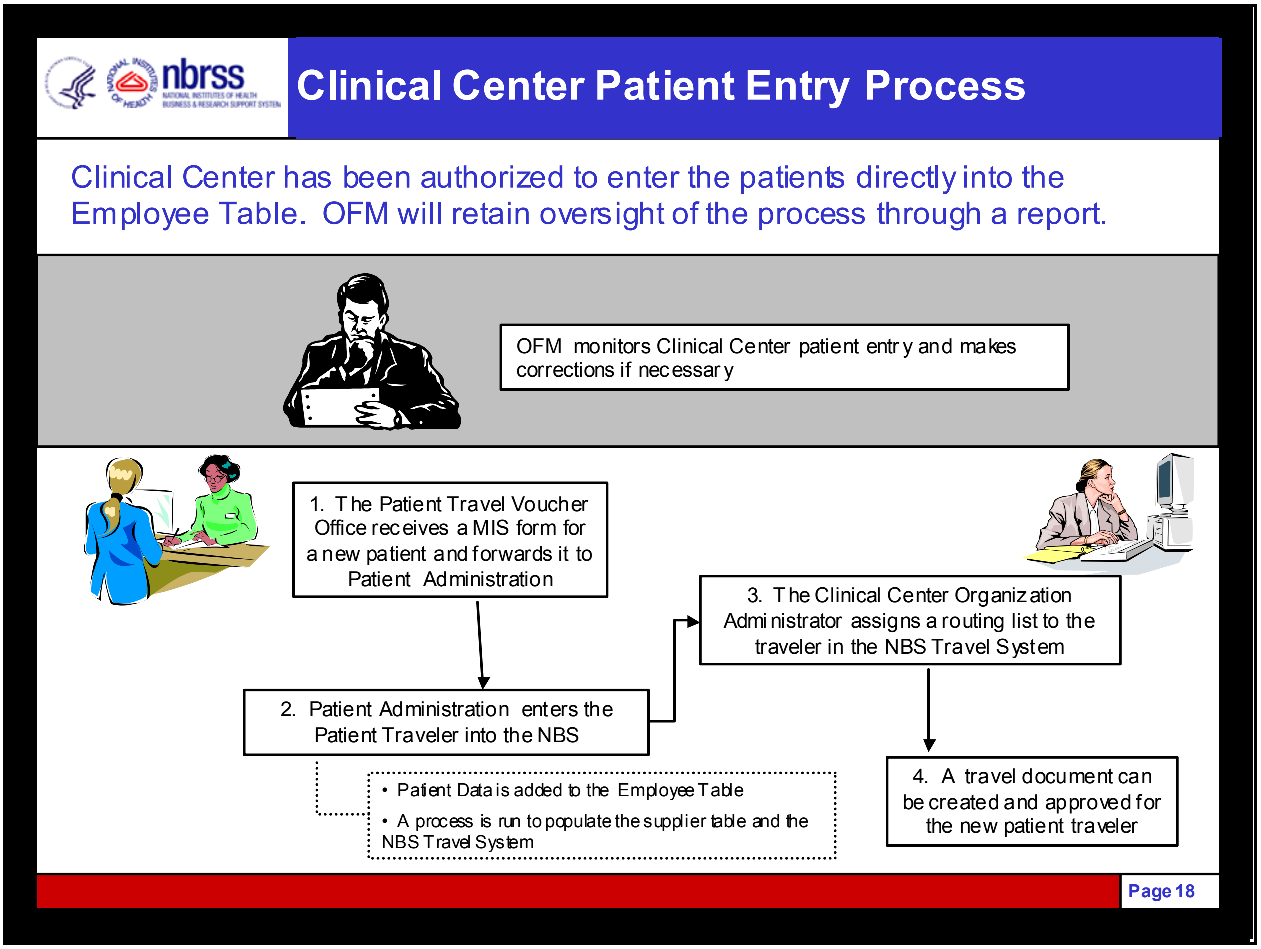
Reviewing Clinical Center Patient Entry

After this lesson you should know how to:

- Review and Process New Traveler Requests
- ➔ **Review Clinical Center Patient Entry**
- Update Clinical Center Records

Page 17

Clinical Center Patient Entry Process



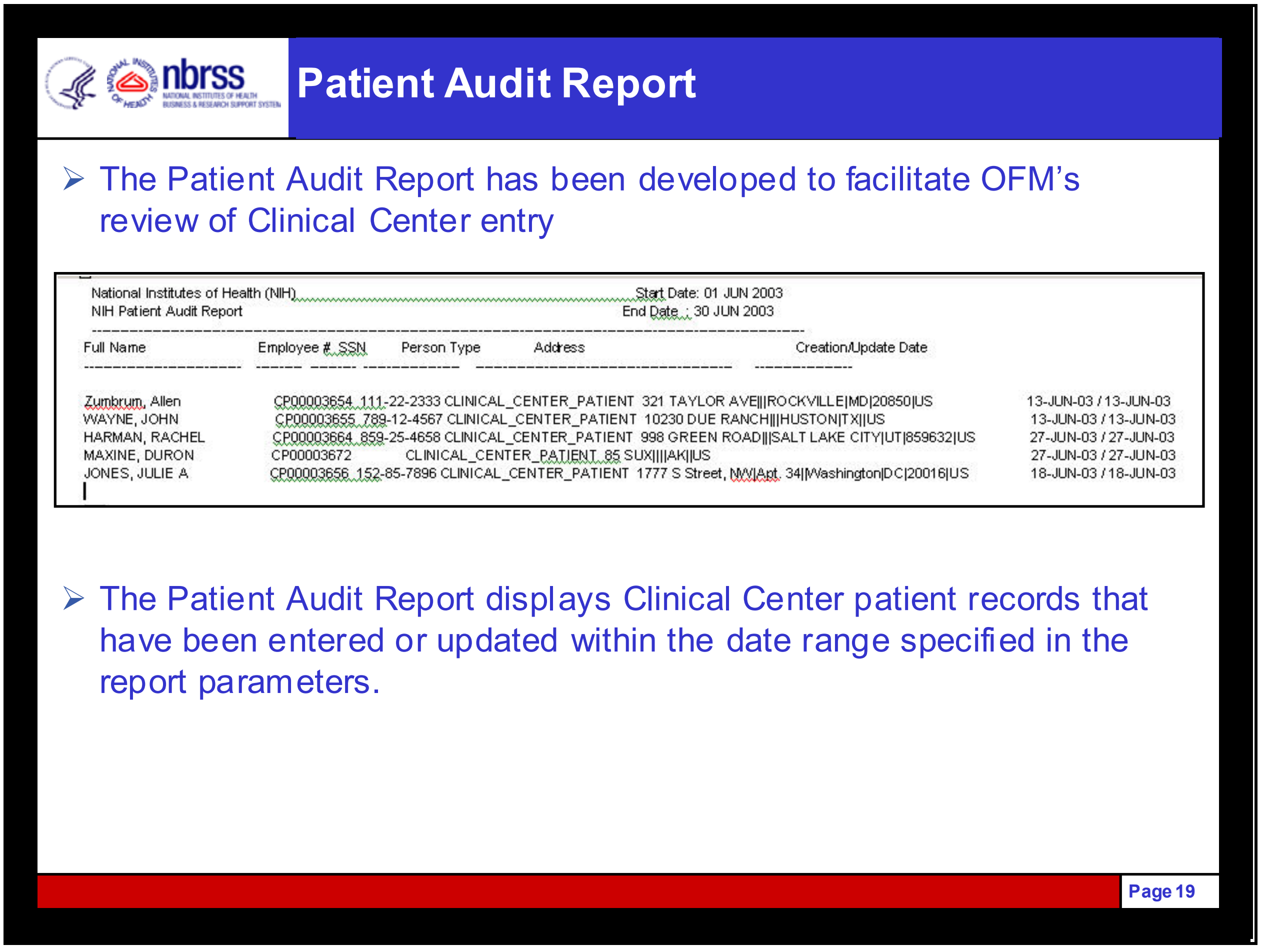
The Clinical Center in Bethesda is responsible for entering new patients that travel to the Clinical Center into the Employee Table.

A process will run every hour to send new traveler information to the NBS Travel System and the Supplier Table.

The Clinical Center Organization Administrator is responsible for setting up the traveler profiles for the newly added patient travelers.

OFM is responsible for general oversight of the Clinical Center's record entry to ensure that they are following entry guidelines.

Patient Audit Report



The following information is displayed on the report:

- Patient's Full Name
- Employee Number
- Social Security Number
- Person Type (Always Clinical Center Patient)
- Address
- Creation/Update Date

Items for review include:

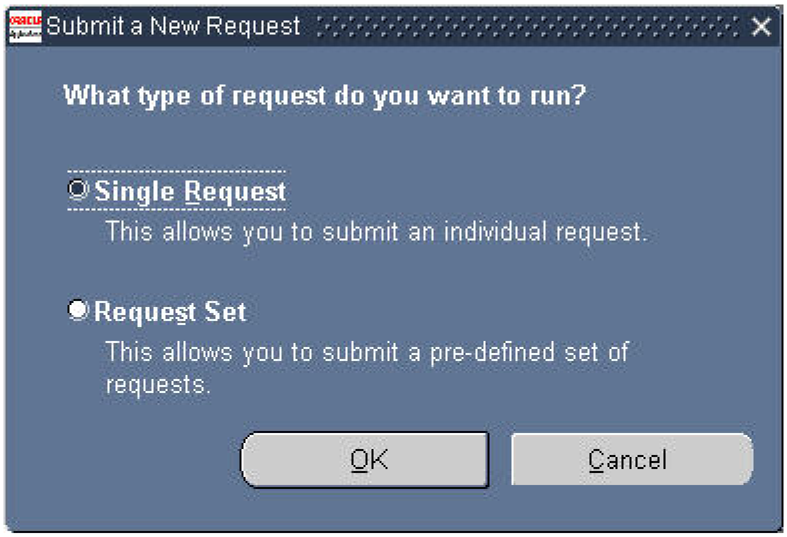
- Completeness of information
- Duplicative records
- Accuracy of information

Submitting the Patient Audit Report

Purpose

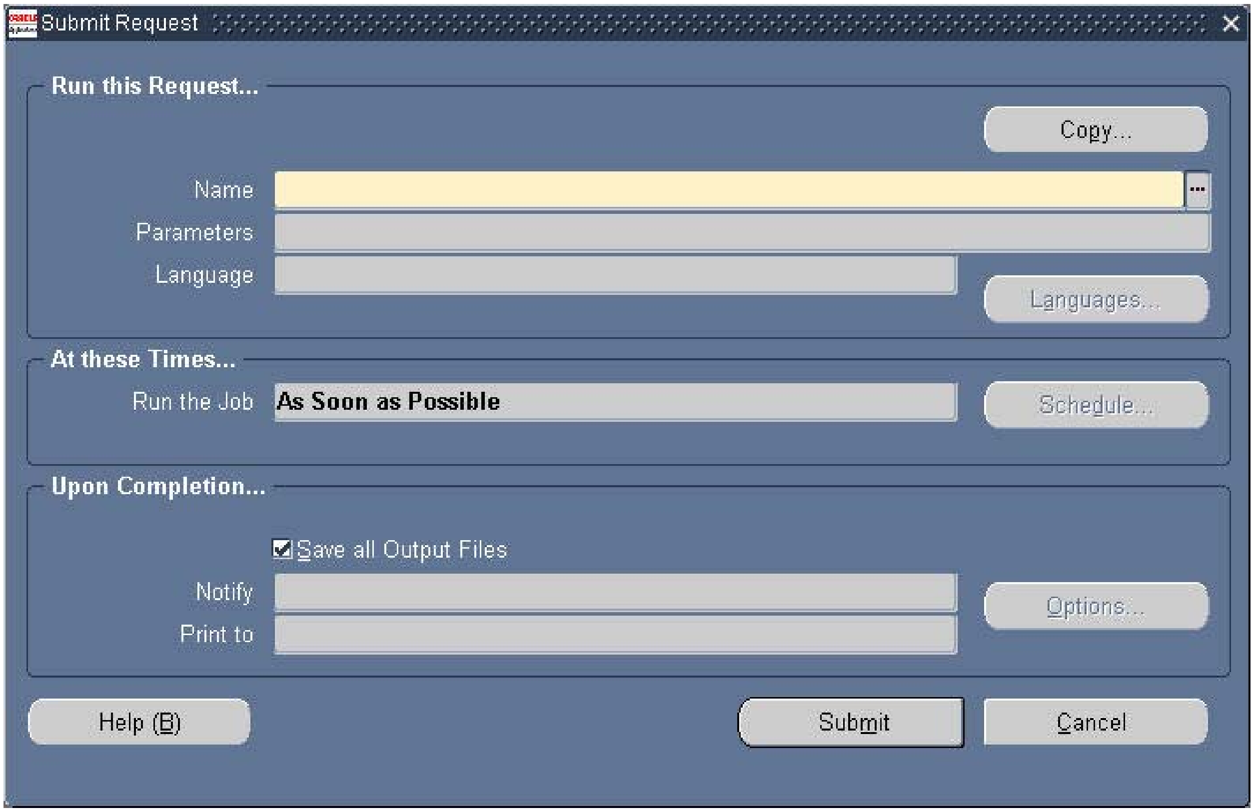
The purpose of this document is to describe how to generate the Patient Audit Report. The Patient Audit Report is used to review the patient traveler records entered into the NBS by the Clinical Center

NIH Payables Manual Vendor Entry User/ NIH Clinical Center Patient Entry
N > Other > Requests > Run
Submit a New Request



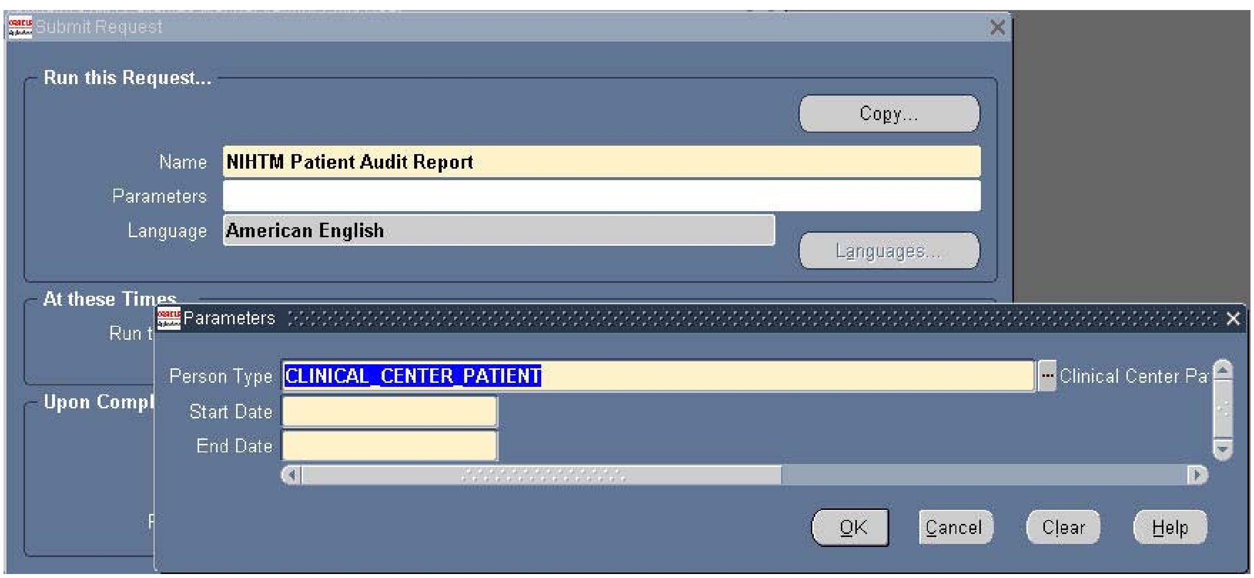
1. Select the **OK** button.

   <u>Result</u>: The **Submit Requests** window is displayed.



2. Click on the **LOV** in the **Name** field and select **NIHTM Patient Audit Report**

Result: The **Parameters** window is displayed.



3. In the **Start Date** field, enter the date from which you want to review the records.

4. In the **End Date** field, enter the date to which you want to review the records.

5. Select the **OK** button.

Result: The **Parameters** window closes.

6. Select the **Submit** button.

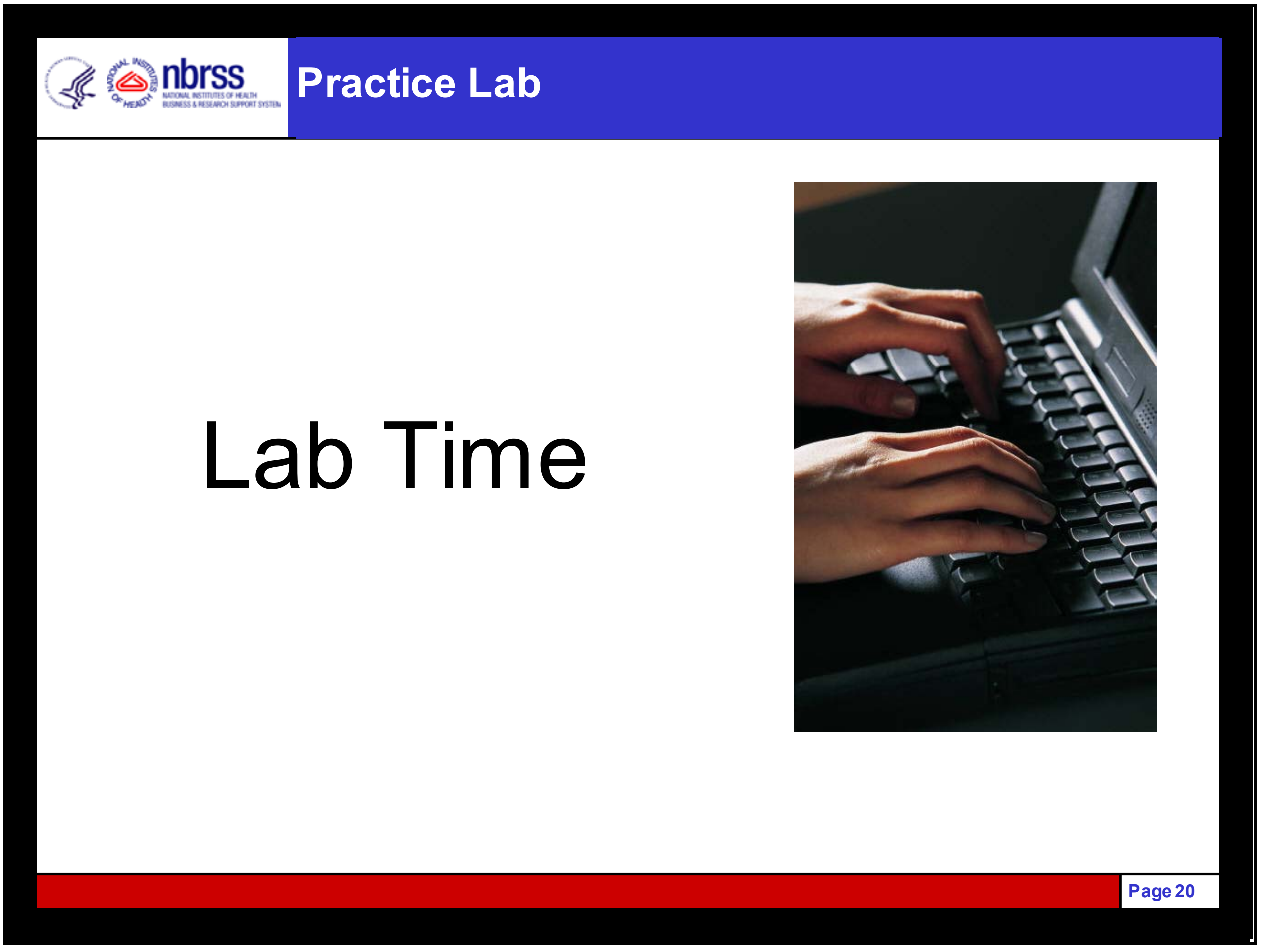
   Result: The **Requests** window is displayed.

7. Select the **Refresh Data** button until the **Phase** field displays "Completed"

   Note: If the **Status** field displays anything other than "Normal", contact the NIH Help Desk.

8. Select the **View Output** button to view the report.

End of activity.



Complete Lab 2: Submitting the Patient Audit Report

Updating Clinical Center Records

After this lesson you should know how to:

- Review and Process New Traveler Requests
- Review Clinical Center Patient Entry

➔ **Update Clinical Center Records**

Page 21

OFM Identifies Error on the Patient Audit Report

Scenario:

OFM identifies an error on the Patient Audit Report

Course of Action:

Error in Address:

- OFM contacts Clinical Center staff who entered the record and request that they update the record as required
- Clinical Center makes the changes to the address

Error in Patient's Name or SSN:

- OFM contacts the Clinical Center for support documentation
- OFM corrects the error in the Employee table

Page 22

Clinical Center Identifies Need for Update

Clinical Center Identifies Need for Update

Scenario:

The Clinical Center determines that a change to the patient's record is required

Course of Action:

Change to Address Information

Clinical Center staff make the correction to the address information

Change to Patient's Name or Social Security Number

- Clinical center staff submits a request via email to the NBRSS – Govt Acctg mailbox
- OFM will ensure proper support for the change
- OFM makes the update to the record

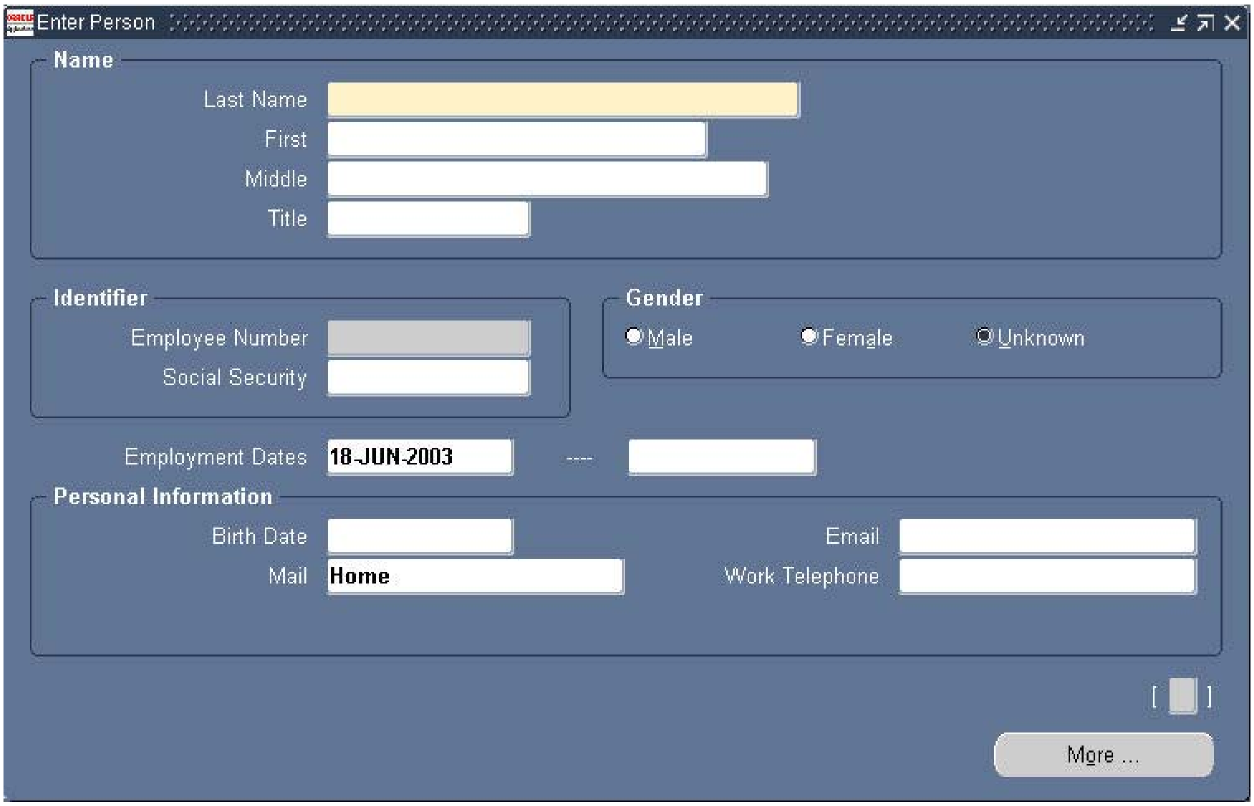
Page 23

Modifying Clinical Center Patient Name or SSN

Purpose

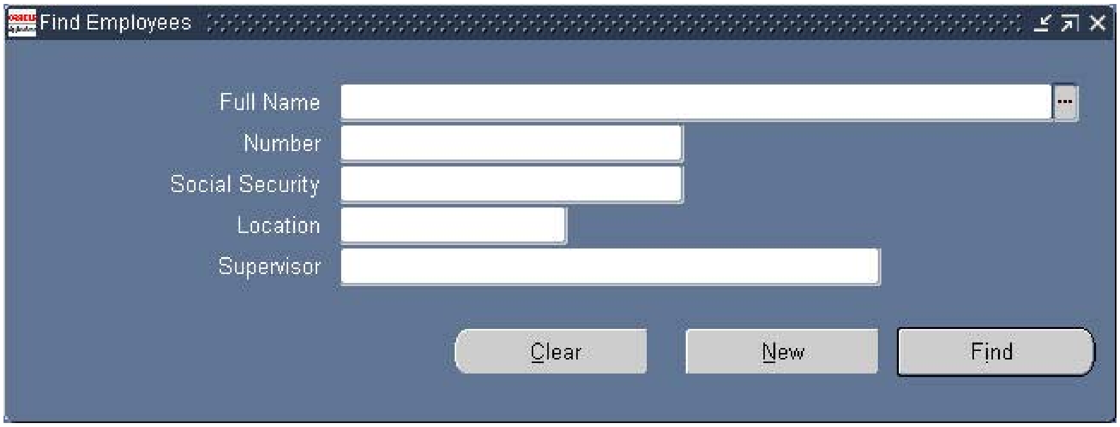
The purpose of this document is to describe how to modify the name and social security number information for Bethesda Clinical Center patients in the NBS.

NIH Payables Manual Vendor Entry User
N > Employees > Enter Employees
Enter Person



1. Select the **Find**  button from the applications toolbar.

   Result: The **Find Employees** window is displayed.

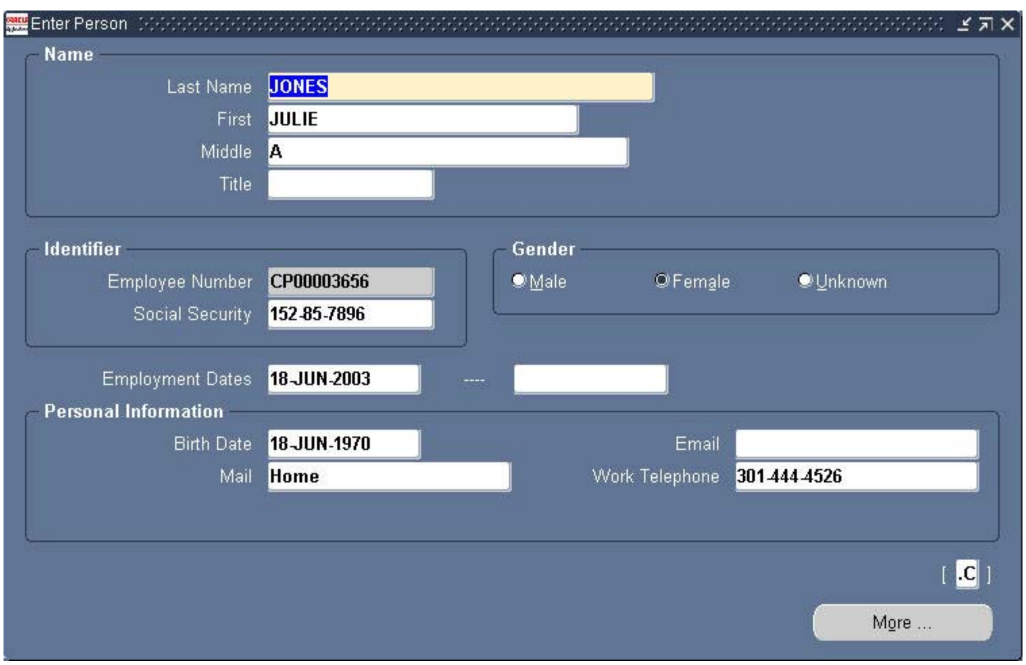


2. Enter the search criteria as described below:

Field	Description
Full Name	Select the person's full name from the **LOV**
Number	Enter the employee number or select it from the **LOV**
Social Security	Enter the person's social security number or select it from the **LOV**
Location	Enter the person's location or select it from the **LOV**
Supervisor	The NIH currently does not use this field

3. Select the **Find** button.

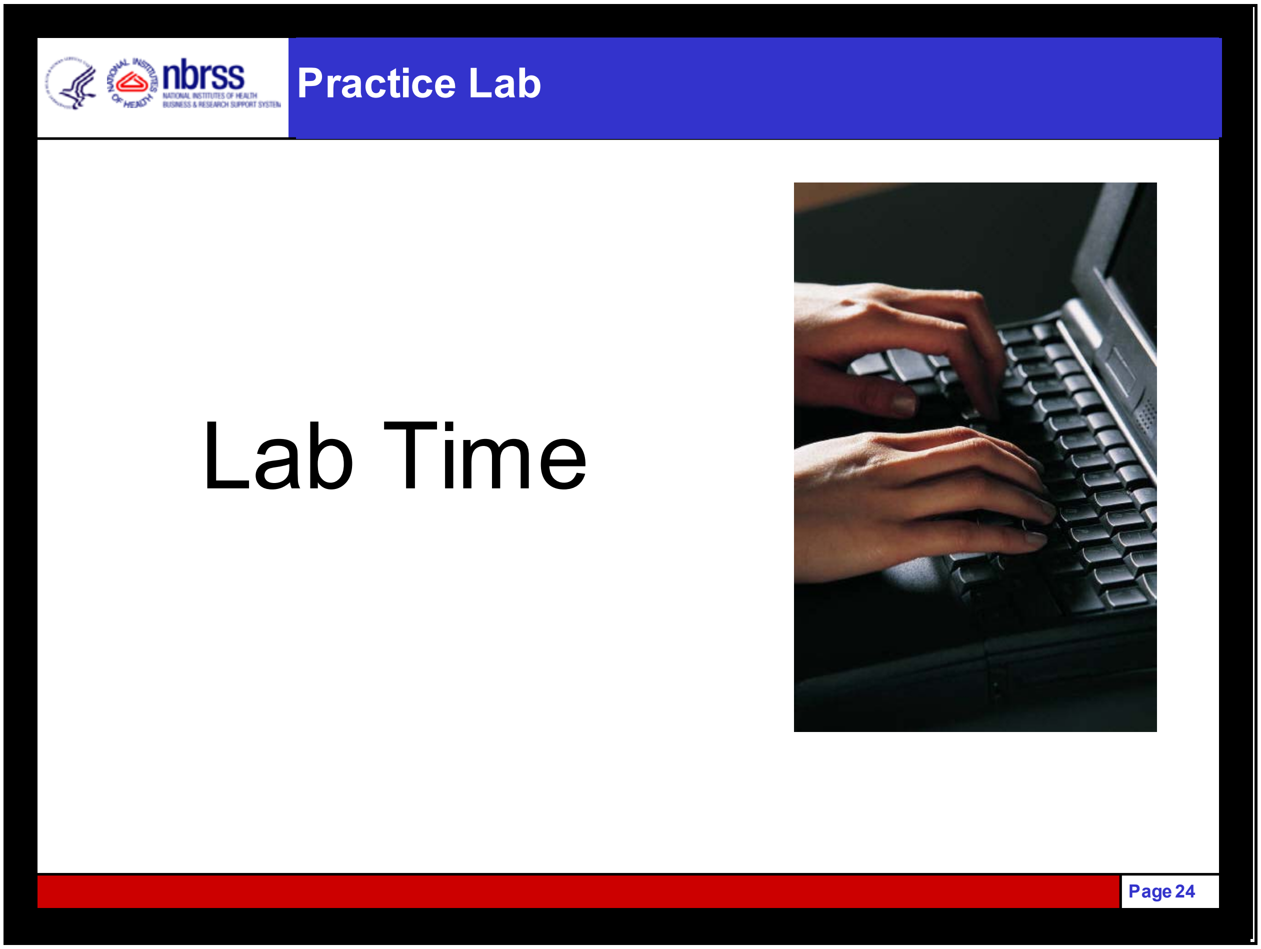
   Result: The patient record is displayed on the **Enter Person** screen.



4. Modify the **Last Name**, **First**, **Middle**, and **Social Security** fields as required.

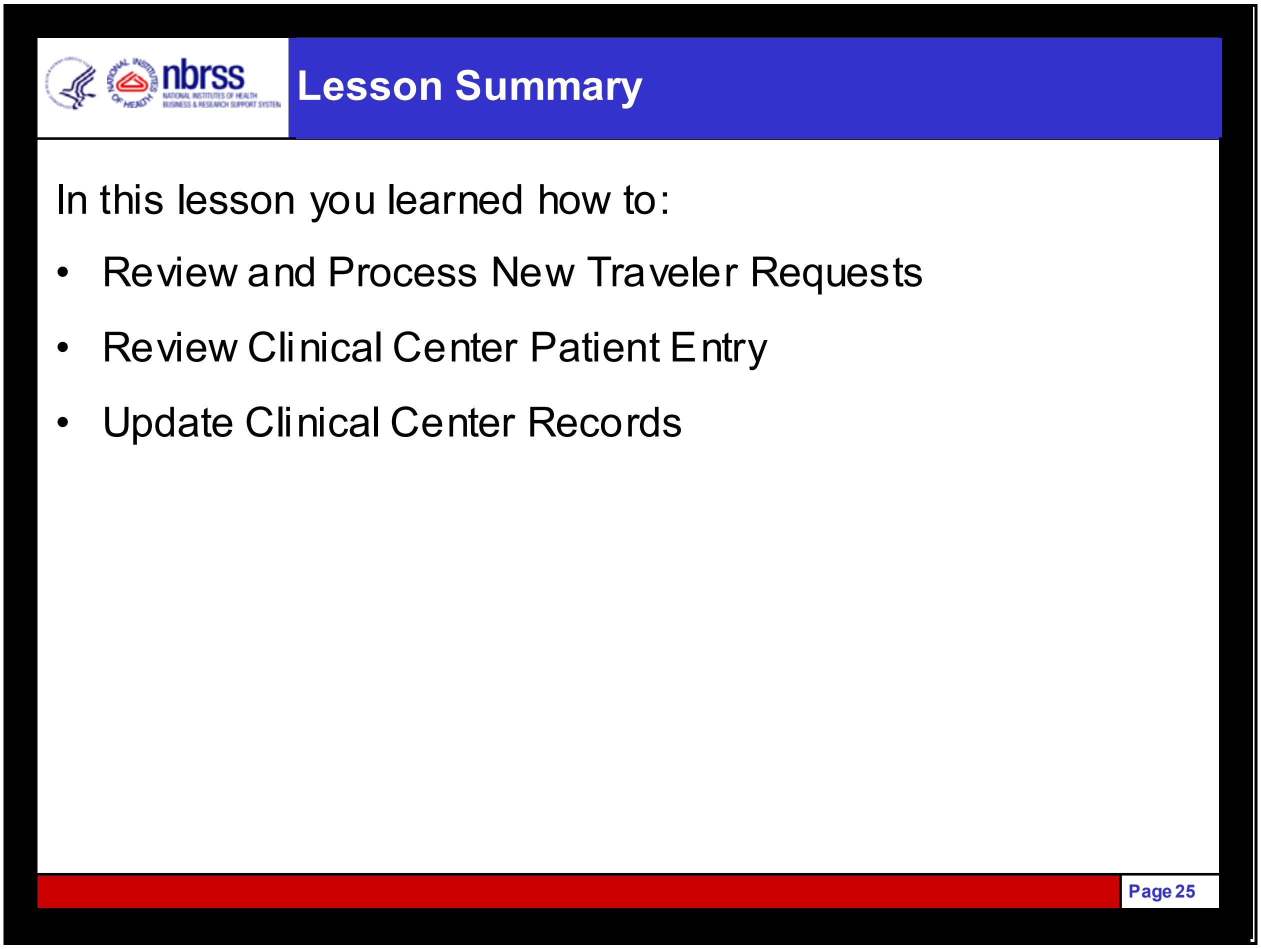
5. Save your work.

End of activity.



Complete Lab 3: Modify Clinical Center Records

Lesson Summary



Supplier Table Management

Chapter 6


nbrss
NATIONAL INSTITUTES OF HEALTH
BUSINESS & RESEARCH SUPPORT SYSTEM
Supplier Table Management
Track 2 End User Training
August 20 - 21, 2003

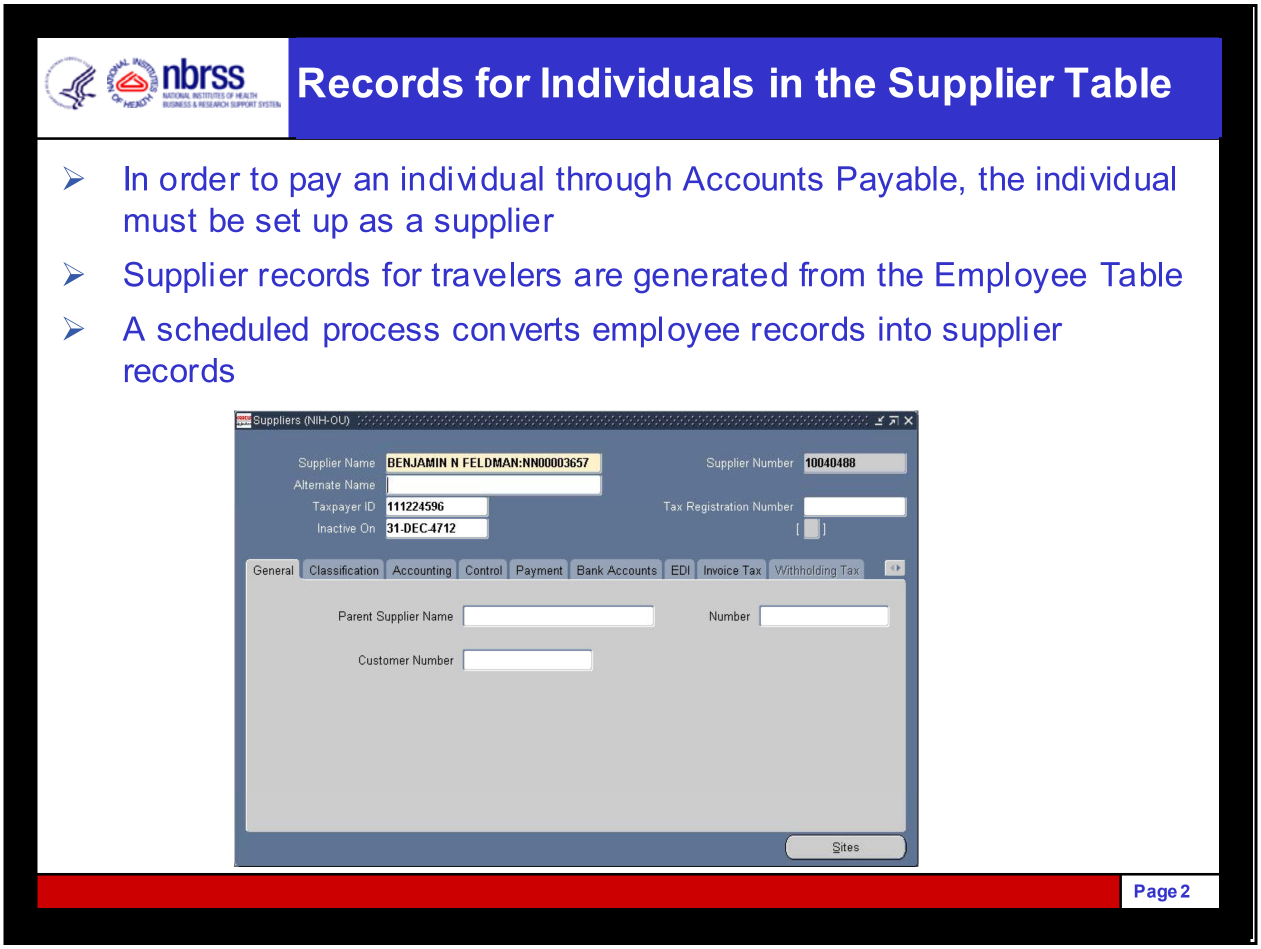
Lesson Objectives

Lesson Objectives

After this lesson you should know how to:

- Enter a new supplier
- Update an existing supplier
- Search for duplicate supplier records
- Remove duplicate supplier records

Page 1



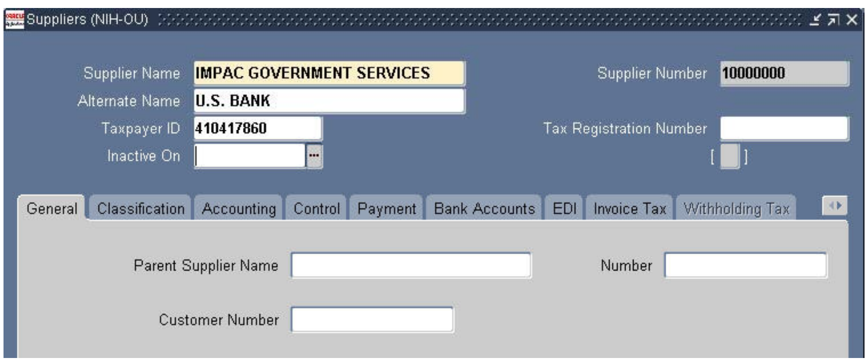
Supplier Name is equal to the Employee Name:Employee Number for individuals.

Taxpayer ID field is populated with the Social Security Number for individuals.

Maintenance of the person data for these records should be done in the Employee table which will then update the Supplier table.

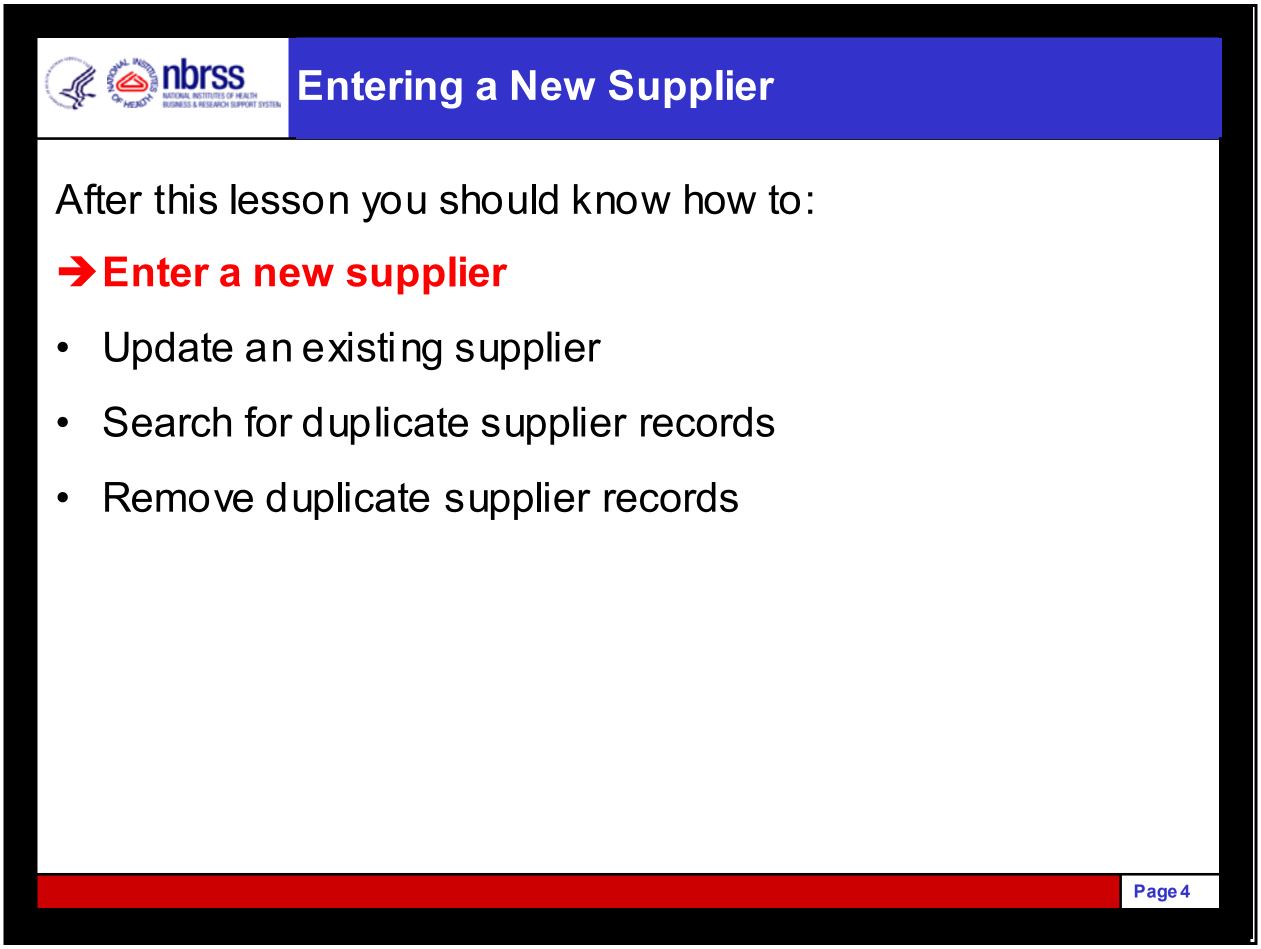
Other Suppliers

- OFM must maintain other supplier records such as:
  - Impac Government Services
  - Sponsor organizations that have overpaid for travel
  - Other vendors
- These records are updated and maintained directly in the Supplier Table.

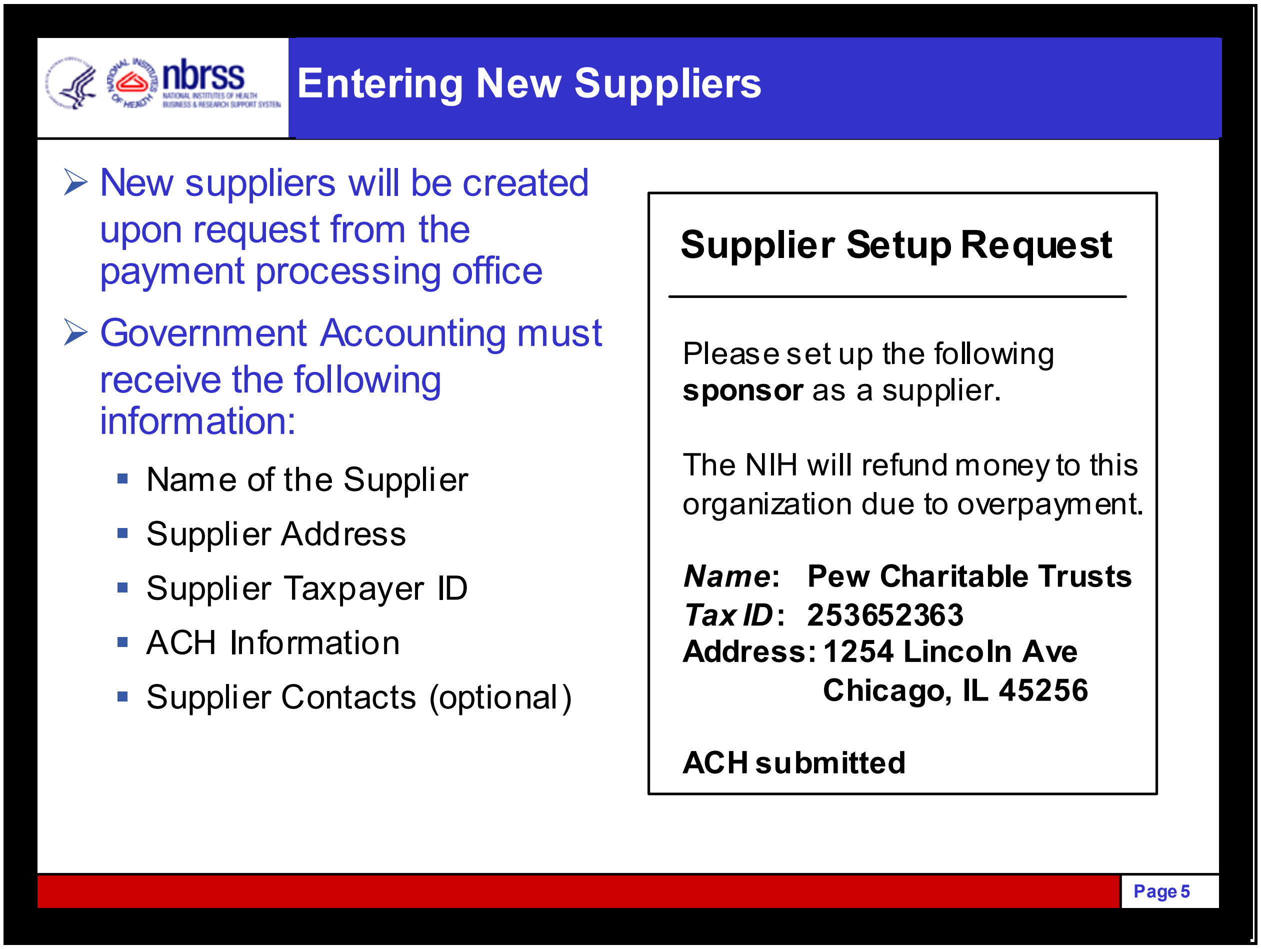


Page 3

Entering a New Supplier



Entering New Suppliers



The request to add a new supplier should be sent to the NBRSS – Govt Acctg mailbox.

The process to submit a request to the Central Registry remains unchanged.

Searching for Existing Suppliers

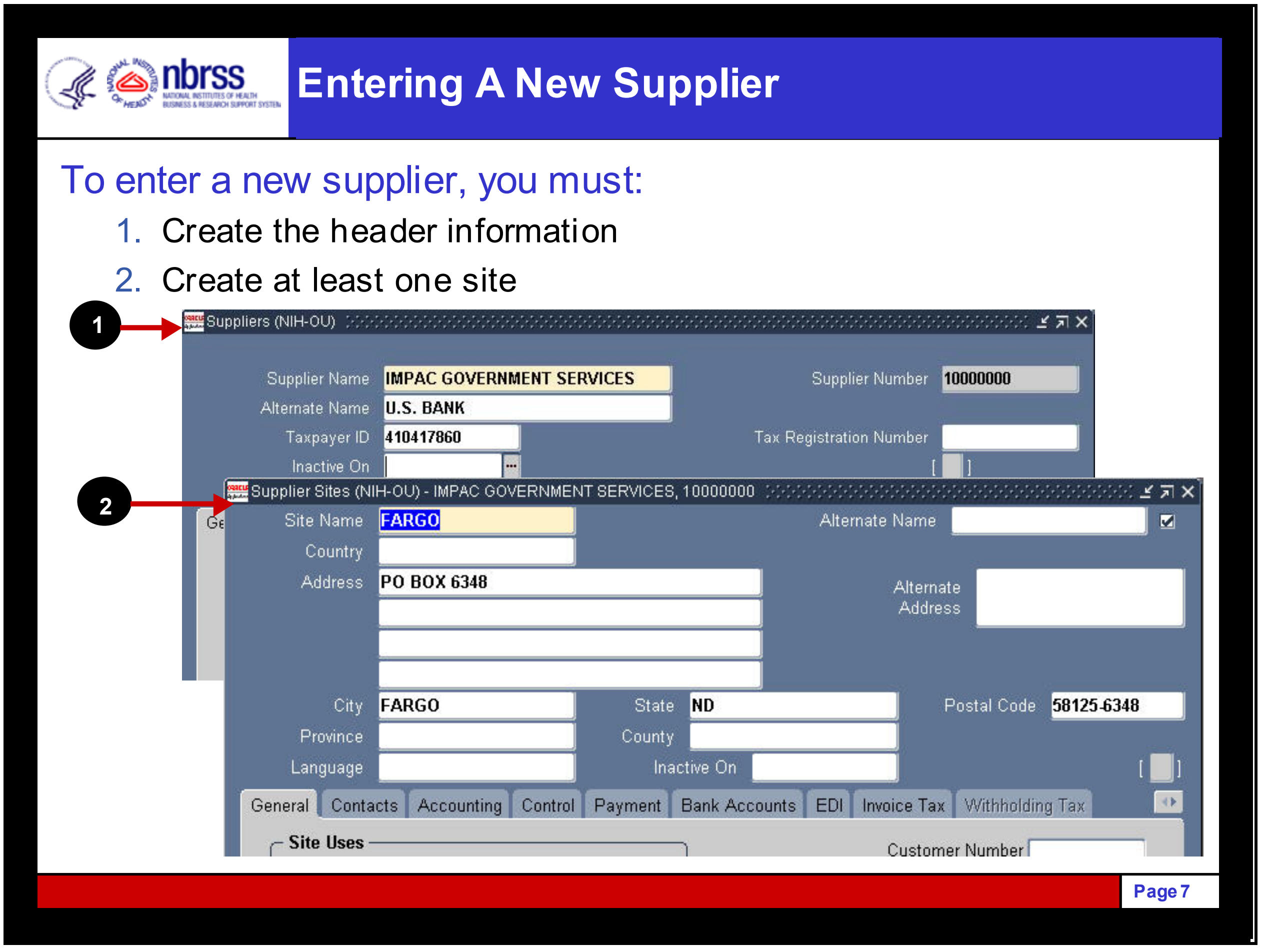
The **Find Suppliers** window can be used to search for existing suppliers.

Enter appropriate search criteria and select the **Find** button.

Suggested search criteria are:

- Supplier Name (Individual name plus EIN number)
- Taxpayer ID (SSN for individuals and Taxpayer ID for companies)

Entering A New Supplier

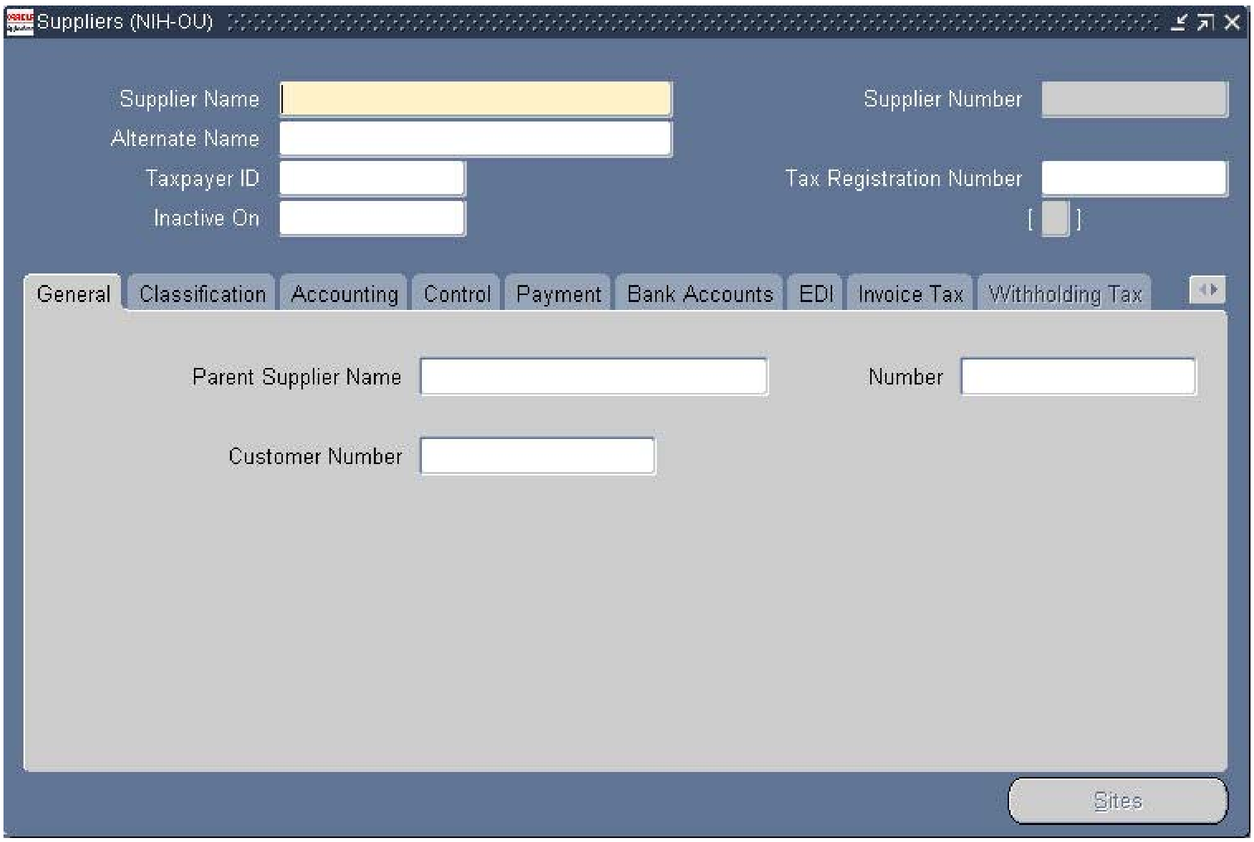


Entering a New Supplier

Purpose

The purpose of this document is to describe how to enter a new supplier into the supplier table. This document does not cover entering banking information for a supplier.

NIH Payables Manual Vendor Entry User
N > Suppliers > Entry
Suppliers



1. Enter a unique organization or person name in the **Supplier Name** field.

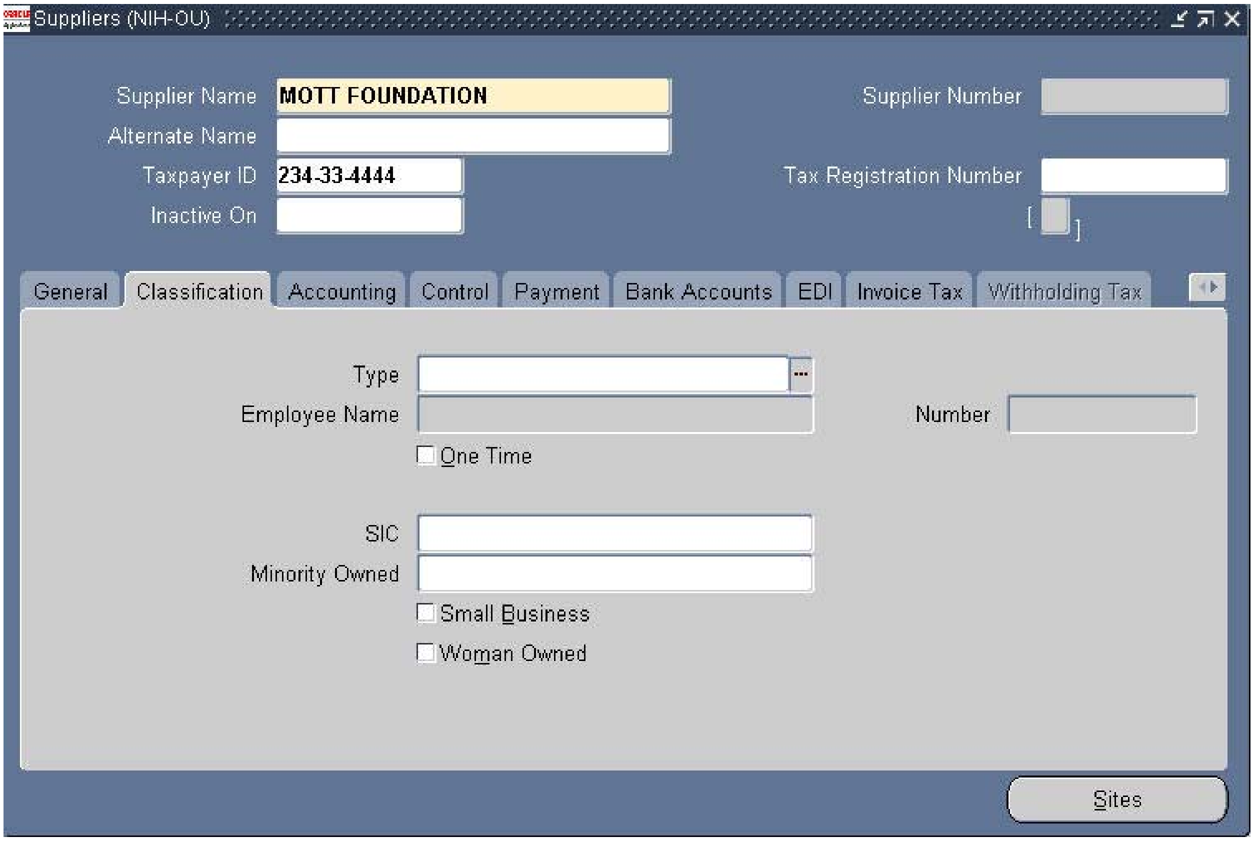
2. Enter a tax identification number or social security number in the **Taxpayer ID** field.

If the organization has a VAT registration number, goto task #3. Otherwise, goto task #4.

3. Enter the VAT registration number in the **Tax Registration Number** field.

4. Select the **Classification** Tab.

   Result: The **Classification** region is displayed.



5. In the **Type** field, use the **LOV** to select the appropriate supplier type.

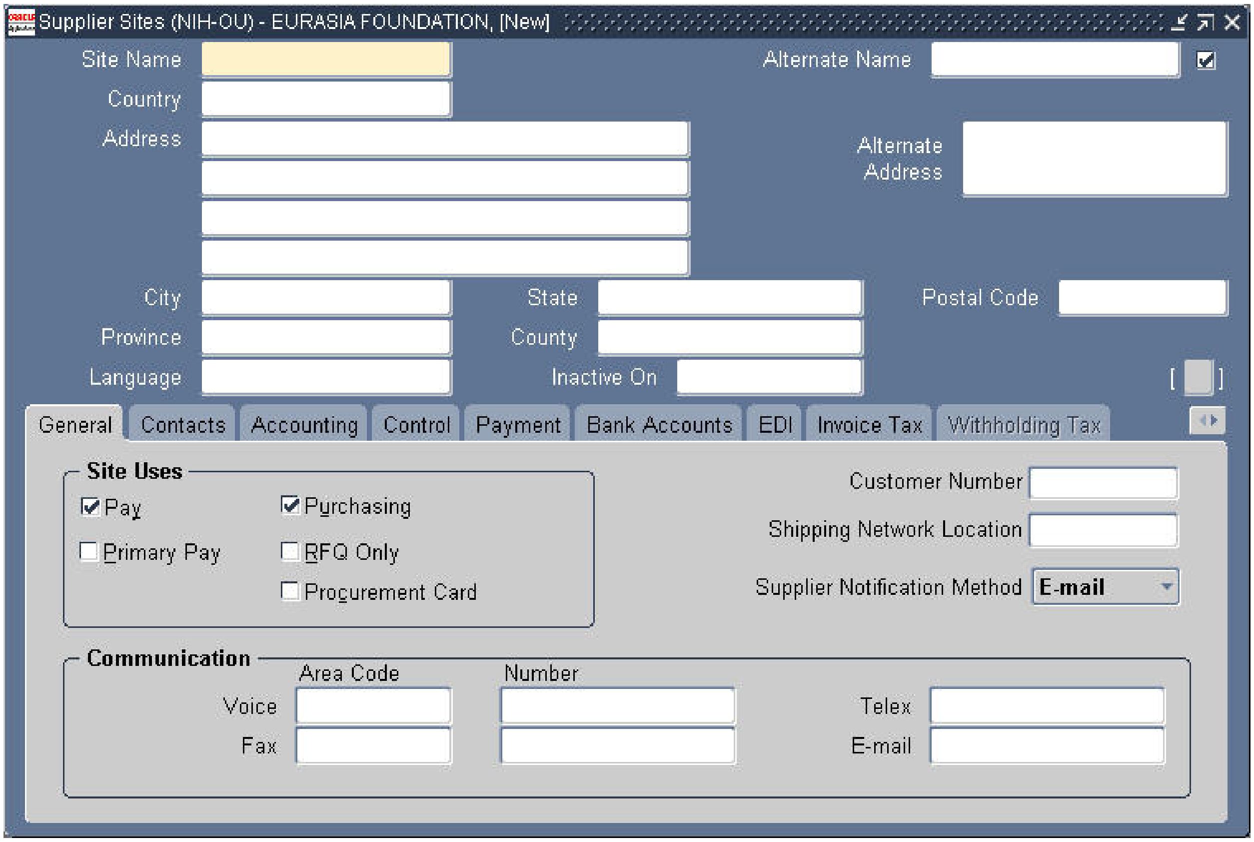
   Note: If the supplier does not fit into a type available in the **LOV**, contact the NIH Help Desk to have a new Supplier Type added.

6. Complete the following optional fields:

Field	Description
SIC	Enter the Standard Industry Code
Minority Owned	Select a value from the **LOV**.
Small Business	Enable the checkbox if the supplier is a small business
Woman Owned	Enable the checkbox if the supplier is a woman-owned business

7. Select the **Sites** button.

   Result: The **Supplier Sites** window is displayed.



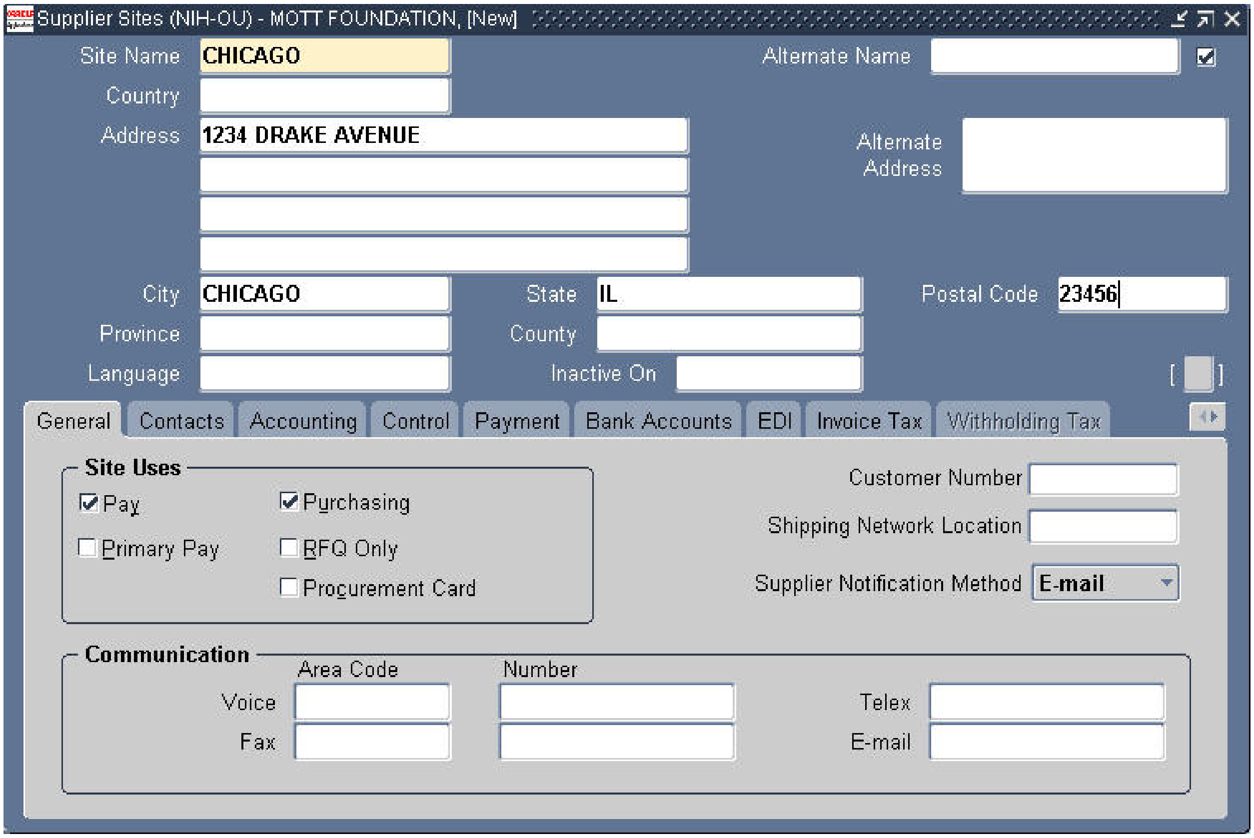
8. Enter a unique name in the **Site Name** field.

   Note: We recommend using the city name for the site name. For example, **CHICAGO**, or **CHICAGO 1** if a site already exists with the city name.

9. Enter the following address information.

Field	Description
Alternate Name	Enter an alternate name for the site
Alternate Address	Enter an alternate address for the site
Country	Select the appropriate country from the **LOV**.
Address	Enter the address line information
City	Enter the city name
State	Enter the state
Postal Code	Enter the postal code
Province	Enter the province abbreviation
County	Enter the county name
Language	Enter the language used at that site
Inactive On	Enter the date the site will no longer be active

Example: The following is a sample completed **Supplier Sites** window.



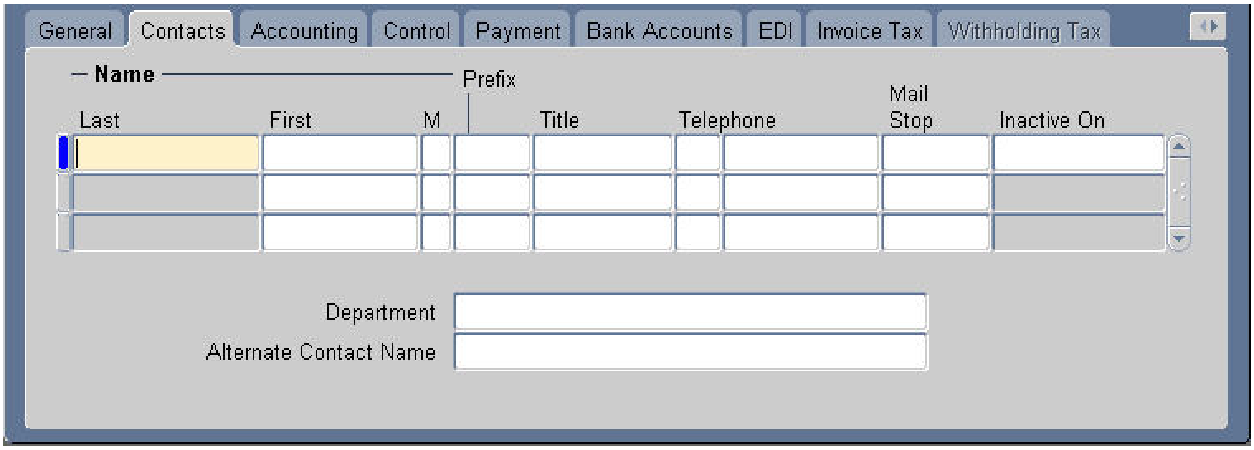
10. Review the information on the **General** region tab and update as necessary.

Field	Description
Site Uses	**Pay** - Enable if this site can be used for payments **Primary Pay** - Enable if this is the primary payment site **Purchasing** - Enable if site can be used for purchase orders **RFQ Only** - Enable if you do not allow entering purchase orders for a supplier site **Procurement Card -** Accepts the credit card brands of your procurement cards
Communication	Enter contact information for this supplier site.

If you want to enter supplier contacts, goto task #11. Otherwise, goto task #13.

11. Select the **Contacts** tab.

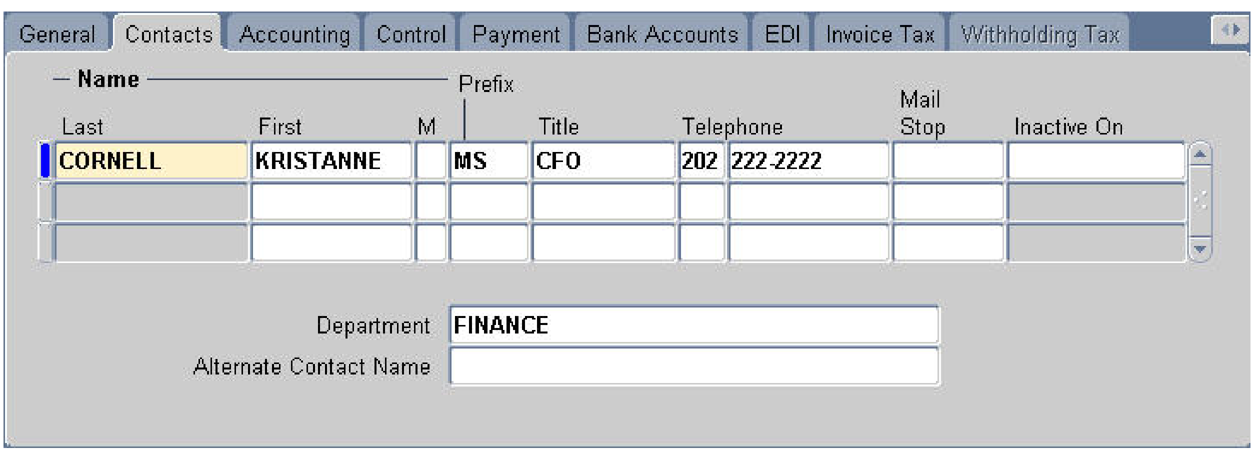
    Result: The fields related to supplier contacts are displayed.



12. Enter information on the supplier contact as described below:

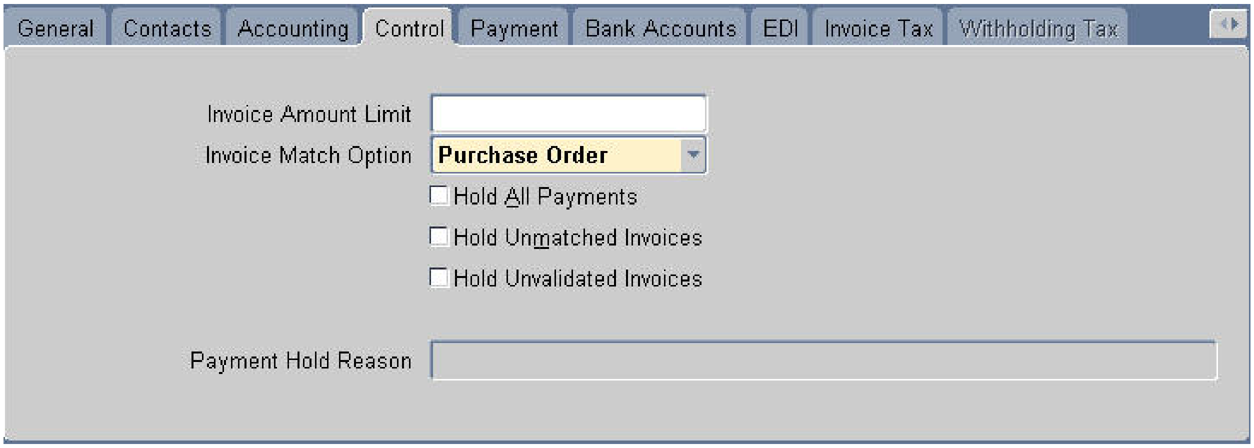
Field	Description
Name: Last	Enter the contact's last name
Name: First	Enter the contact's first name
Name: M	Enter the contact's middle initial
Prefix	Enter the appropriate prefix for the contact
Title	Enter the contact's title
Telephone	Enter the contact's telephone number
Inactive On	Enter a date on which the contact will no longer be active
Department	Enter the department name
Alternate Contact Name	Enter the name of an alternate contact

Example: The following is a sample completed **Supplier Contacts** window.



13. Select the **Control** tab.

Results: The control-related fields are displayed.

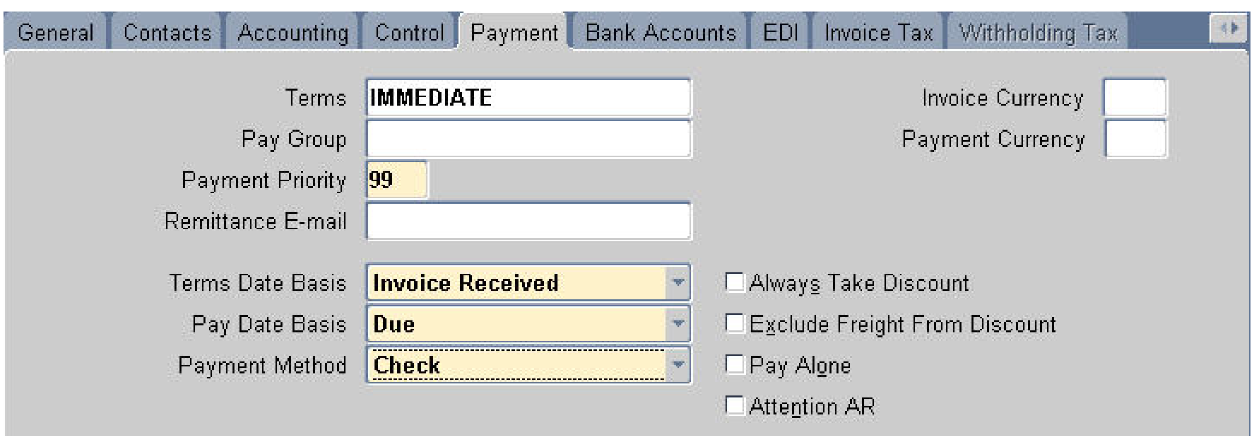


14. Enter any applicable information on the **Control** tab.

Field	Description
Invoice Amount Limit	Enter an invoice amount limit
Invoice Match Option	Use the drop down list to select the match option
Hold All Payments	Enable if you want to hold all payments to the supplier
Hold Unmatched Invoices	Enable if you want to hold all unmatched invoices to the supplier
Hold Unvalidated Invoices	Enable if you want to hold all unvalidated invoices to the supplier
Payment Hold Reason	Select a reason from the **LOV**.

15. Select the **Payment** tab.

<u>Result</u>: The payment-related fields are displayed.



16. Enter any applicable information on the **Payment** tab.

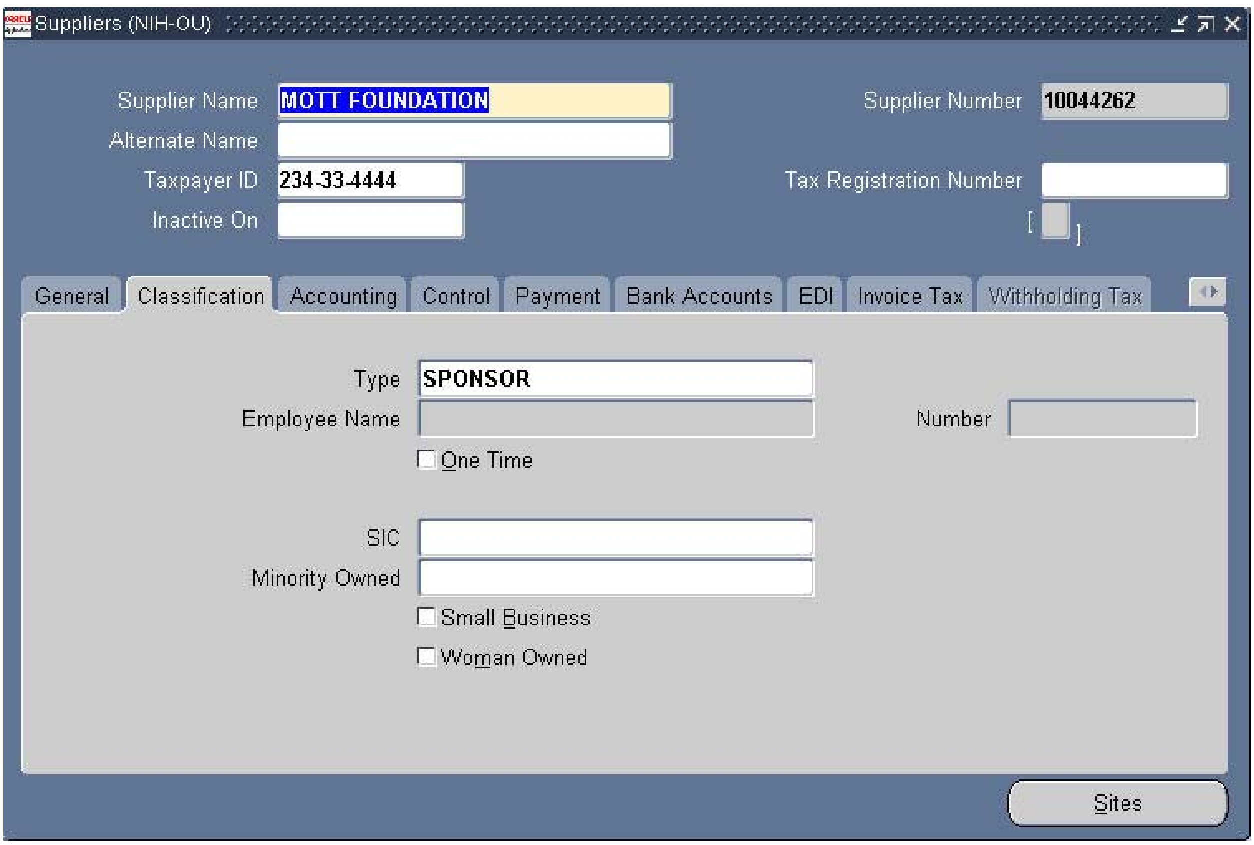
Field	Description
Terms	Select the appropriate payment terms from the **LOV**

	Note: Defaults from **Supplier Type** chosen at the header level
Pay Group	Select a value from the **LOV**. The pay group can be used to segregate invoices in payment batches
Payment Priority	Value defaults. Change if required
Terms Date Basis	Select value from drop down menu
Pay Date Basis	Select value from drop down menu
Payment Method	Select value from drop down menu Note: Once bank information is associated with a supplier, the **Payment Method** field is automatically updated to **Electronic** but can be changed during invoice creation.

17. Save the record.

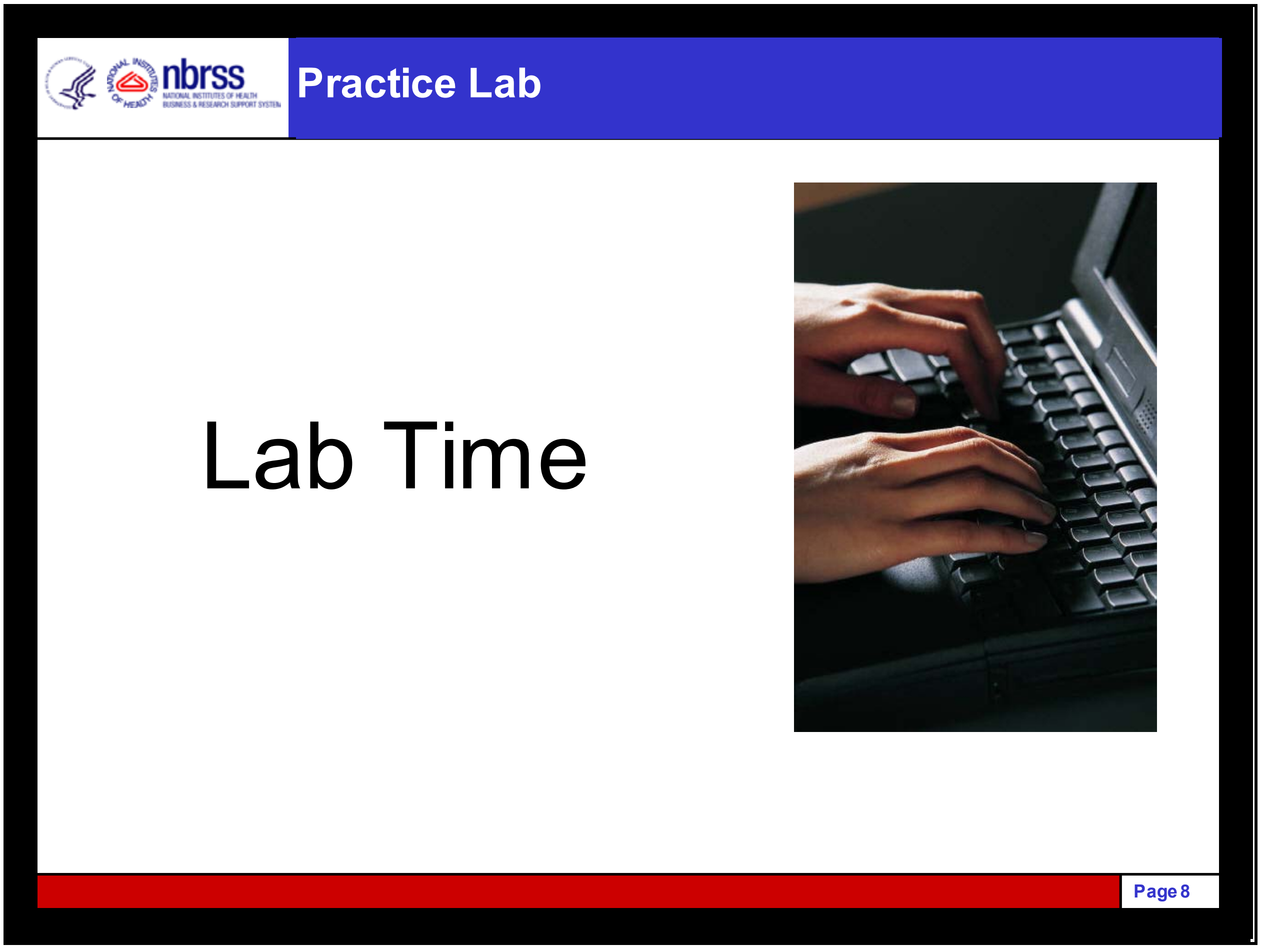
18. Close the **Supplier Sites** window.

    Result: You are returned to the **Supplier** window.

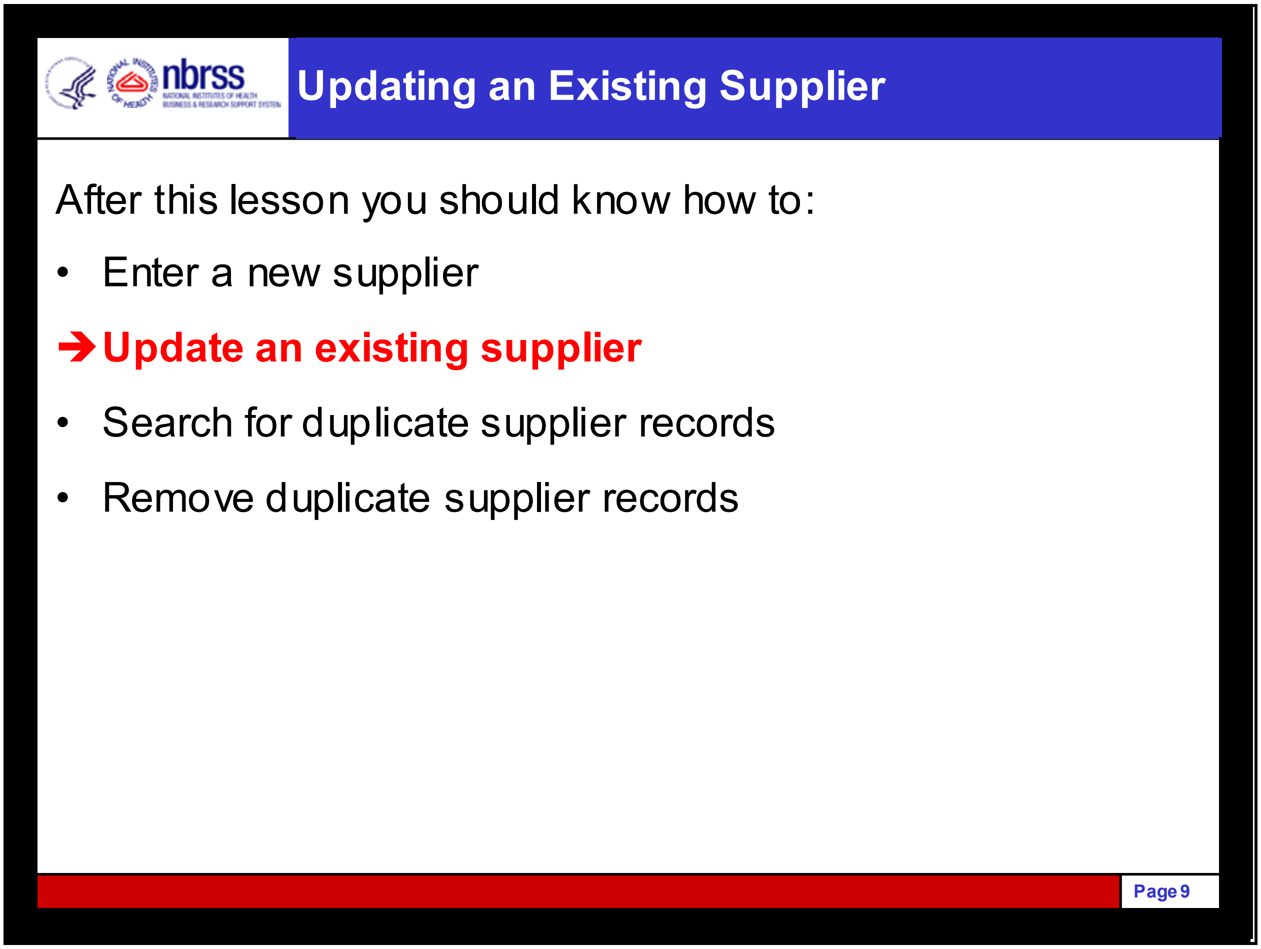


Note: A unique system-generated ID number is displayed in the **Supplier Number** field.

End of activity.



Complete Lab 4: Entering New Suppliers


nbrss
Updating an Existing Supplier
After this lesson you should know how to:
• Enter a new supplier
➔Update an existing supplier
• Search for duplicate supplier records
• Remove duplicate supplier records
Page 9

Updating an Existing Supplier - Individual

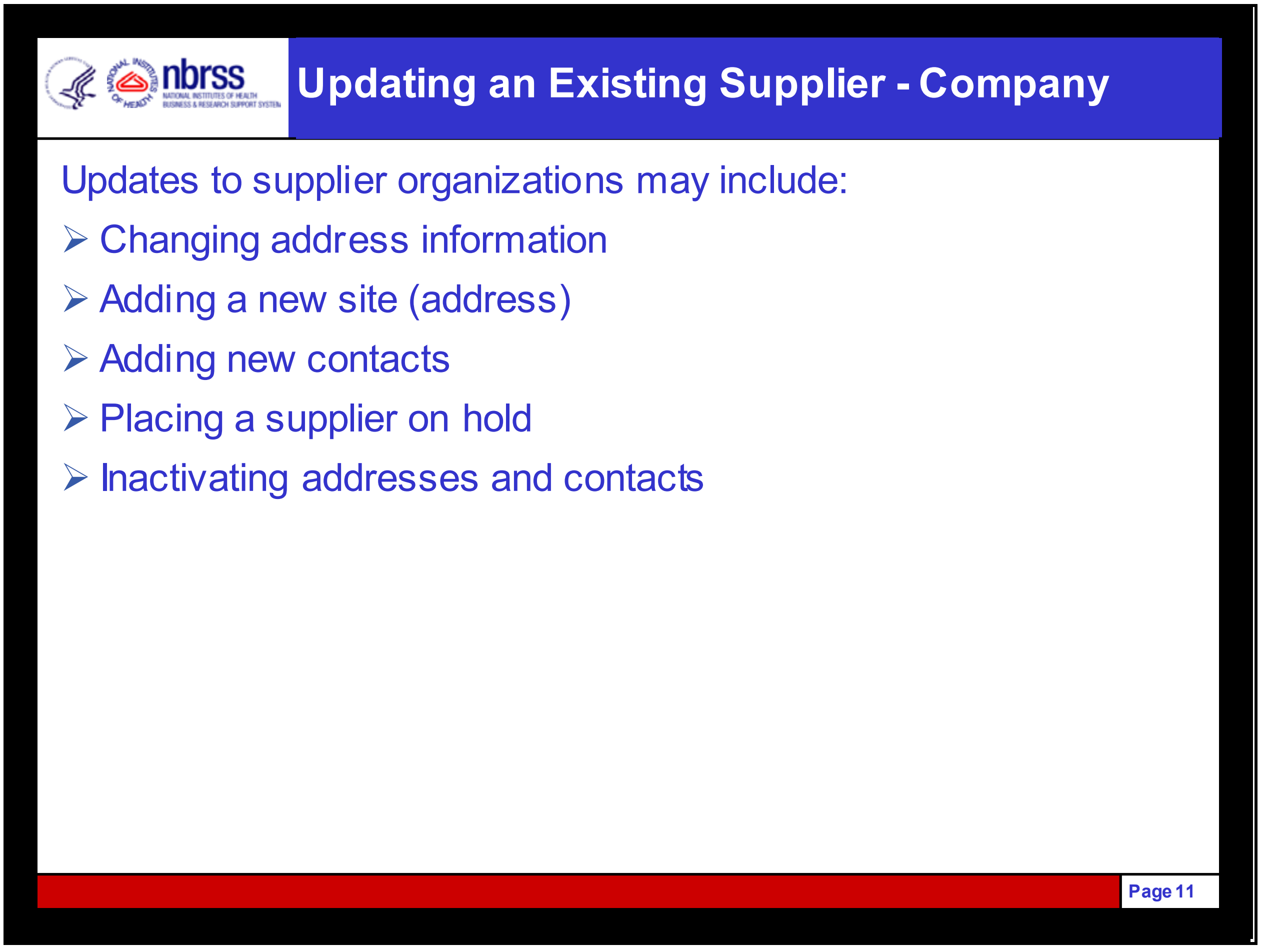
Updating an Existing Supplier - Individual

This section covers the maintenance of supplier records.

- Traveler records from HRDB and NED
  - All changes to the individual's records that were transferred to the NBS from HRDB or NED should be done in the system of record.
  - Updates will be transferred into the NBS during the nightly process.
- Non-NIH Affiliated and Patient Records
  - Updates to the Non-NIH Affiliated and Patient traveler records should be made in the Employee Table.
  - These updates will be transferred to the Supplier Table through the scheduled process.

Page 10

Updating an Existing Supplier - Company



Updating the Supplier Address Information

- The supplier address information is entered at the *Site Level.*
- If a supplier changes its address:
  - Inactivate the old address
  - Create a new supplier site for the new addresses
- If information, such as customer contacts or bank information, is connected to the site being deactivated, they must be re-entered or linked to the new supplier site.

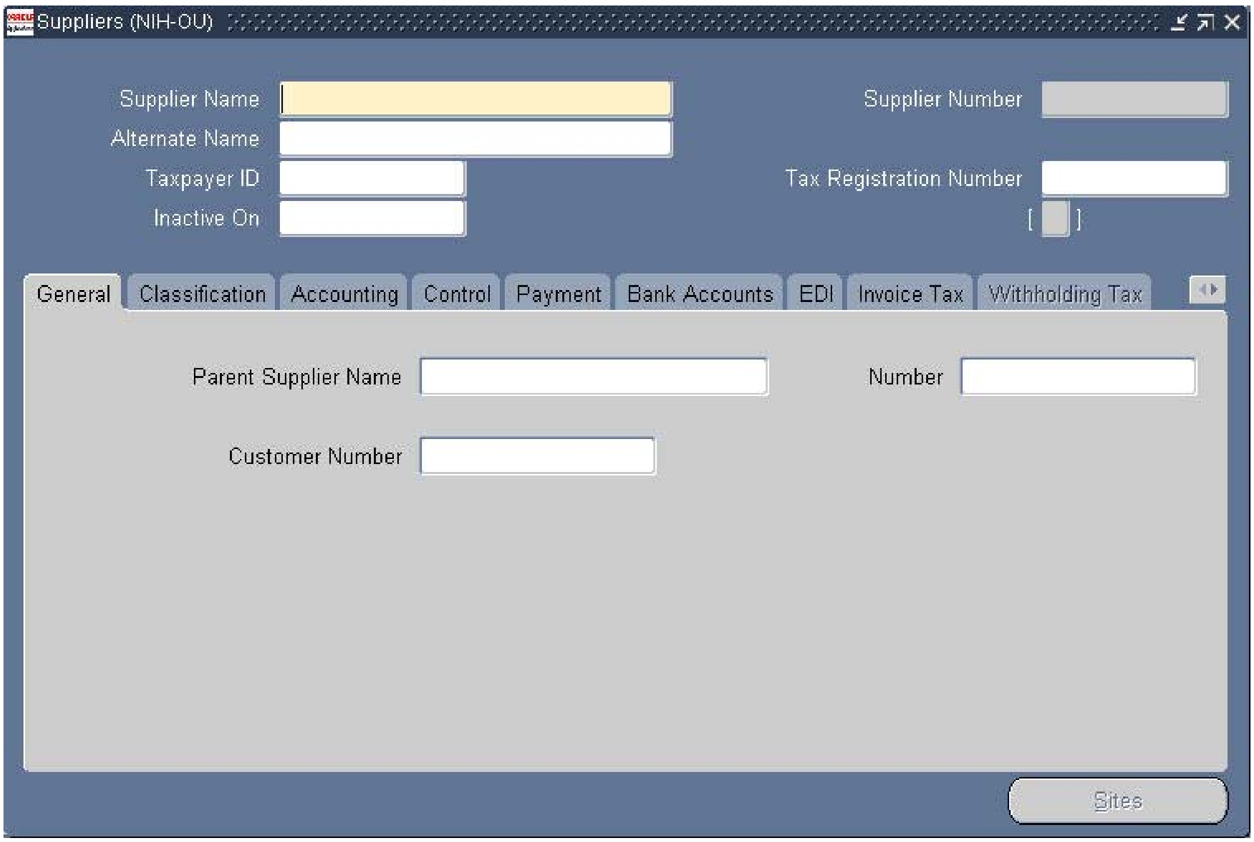
Page 12

Updating a Supplier Address

Purpose

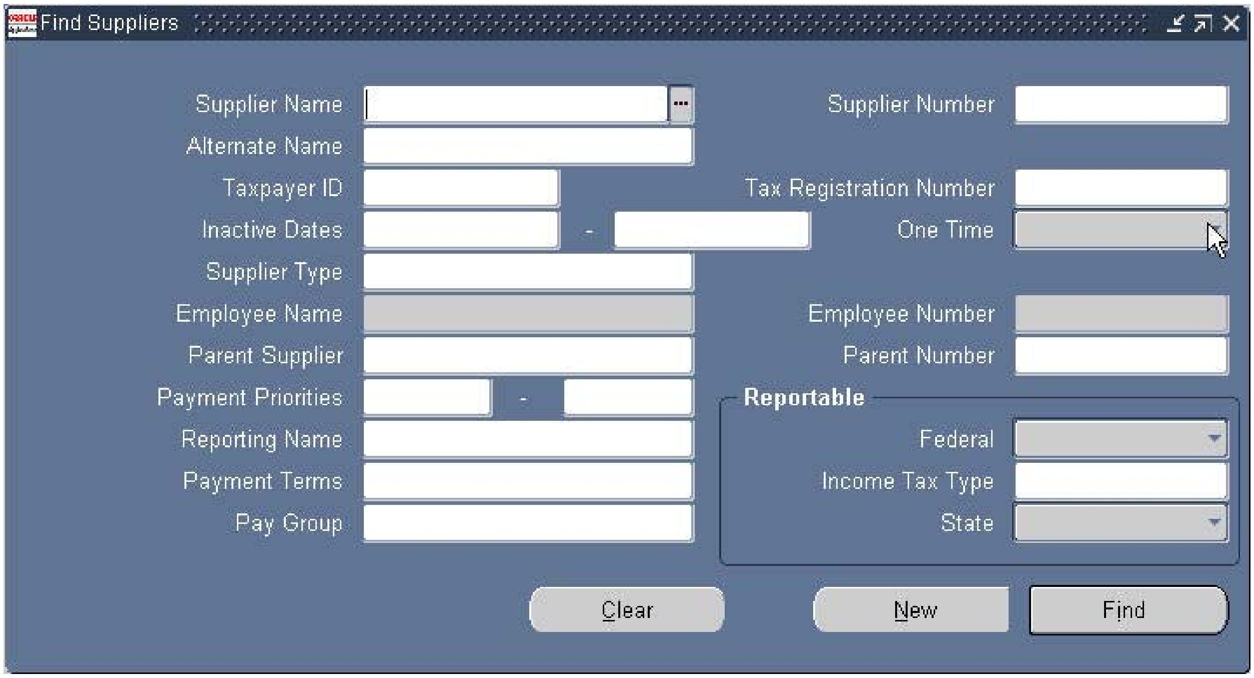
The purpose of this document is to describe how to update a supplier's address.

NIH Payables Manual Vendor Entry User N > Suppliers > Enter Suppliers



1. Select the  **Find** button on the applications toolbar.

   Result: The **Find Suppliers** window is displayed.



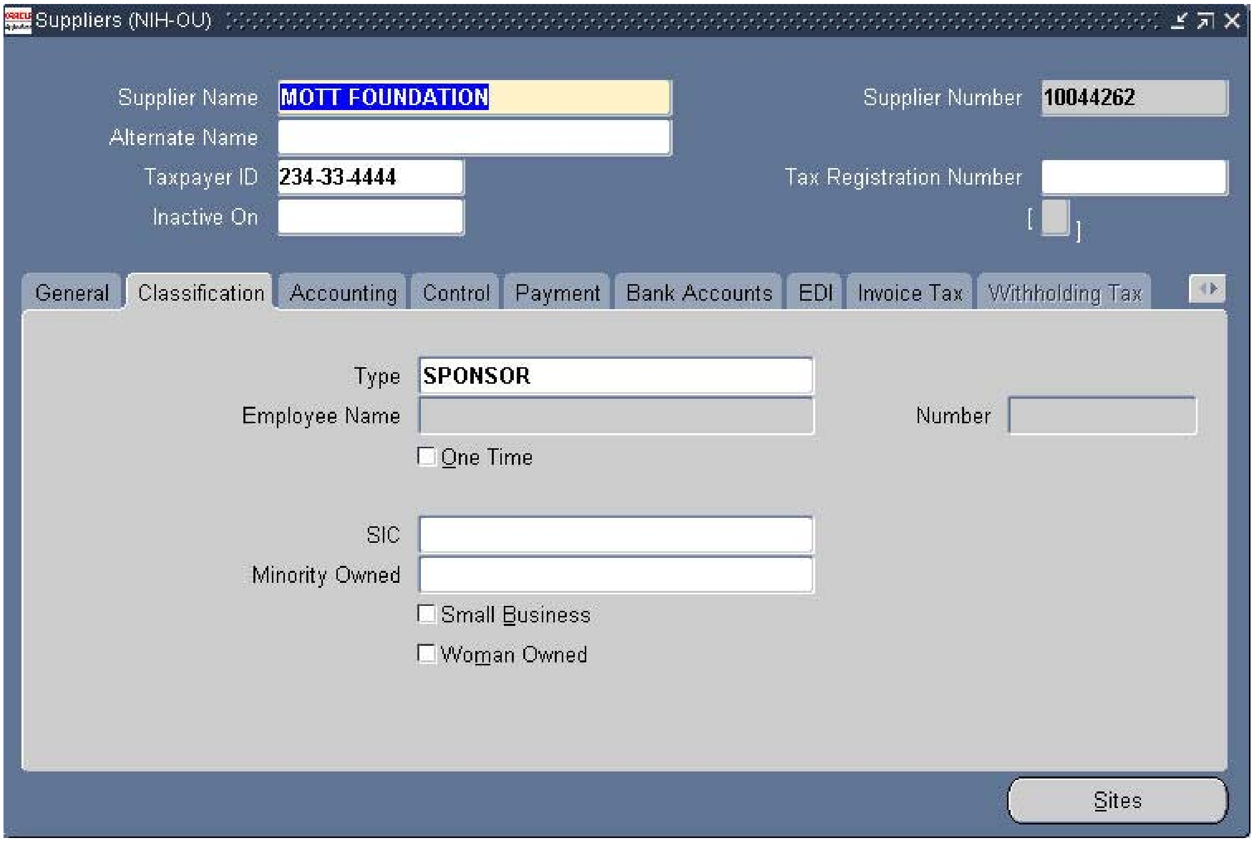
2. Enter your search criteria.

   Note: Below is a sample of fields to use to search.

Field	Description
Supplier Name	Select the supplier's name from the **LOV**.
Supplier Number	Enter the supplier number.
Taxpayer ID	Enter the taxpayer ID
Supplier Type	Select the supplier type from the **LOV**.
Employee Name	Select the employee's name from the **LOV**.
Employee Number	Enter the employee number.

3. Select the **Find** button.

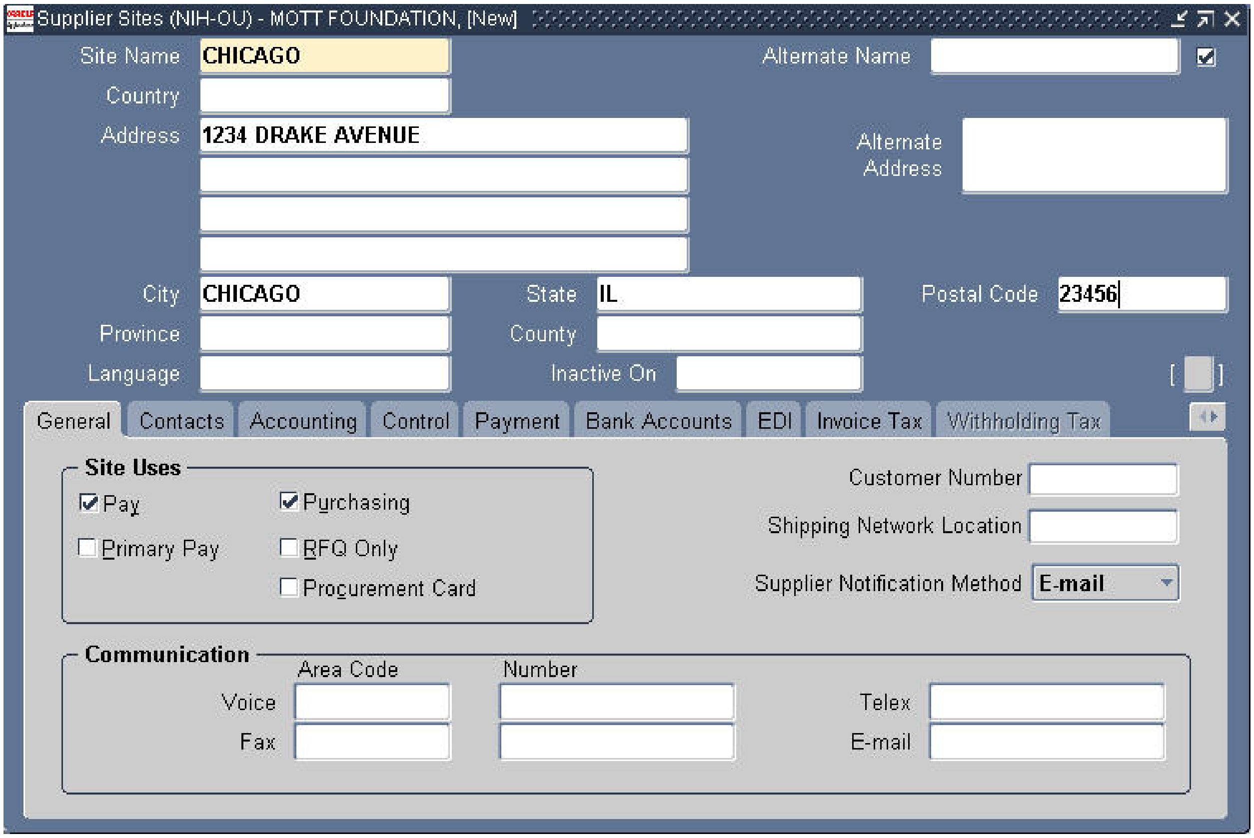
   Result: The results of your query are displayed in the **Suppliers** window.



Note: Use the up and down arrows on the keyboard to locate the Supplier you want to update.

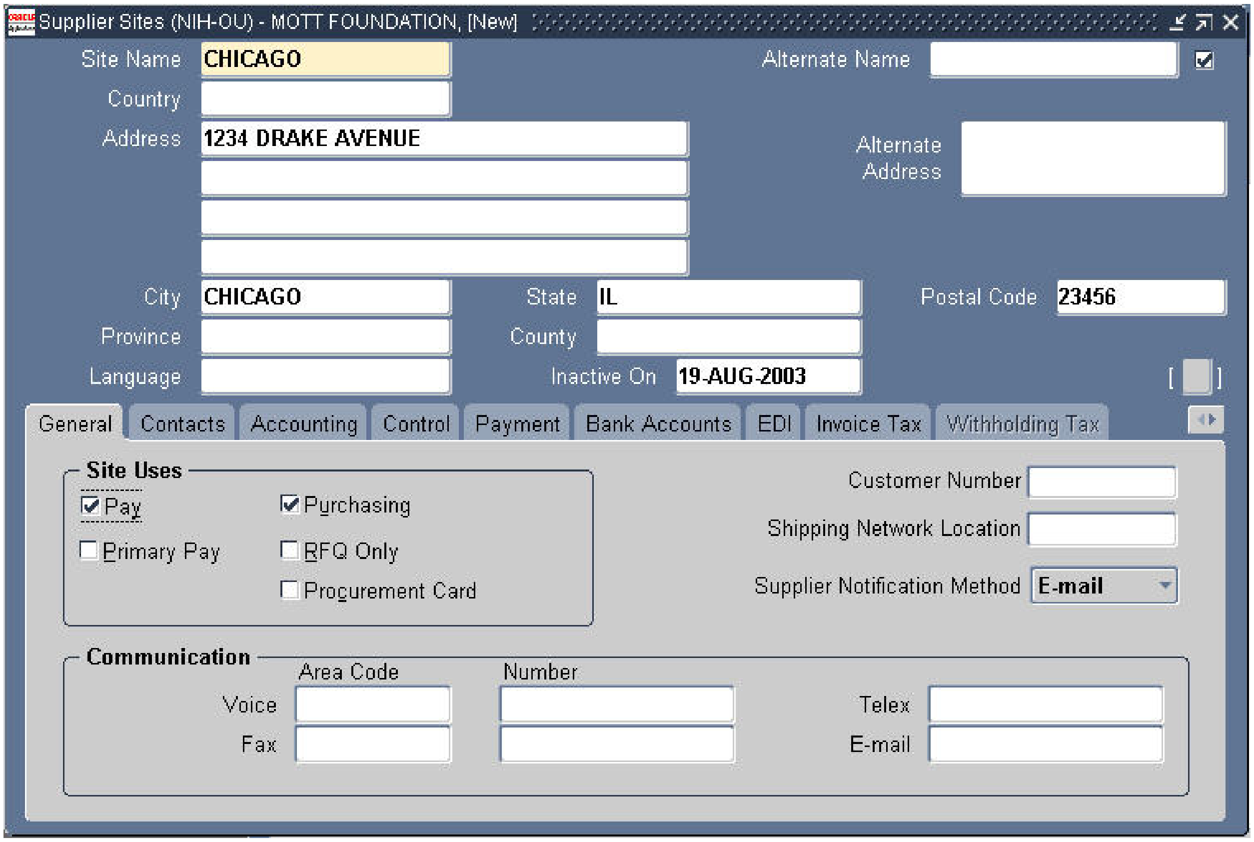
4. Select the **Sites** button.

Result: The **Supplier Sites** window is displayed.



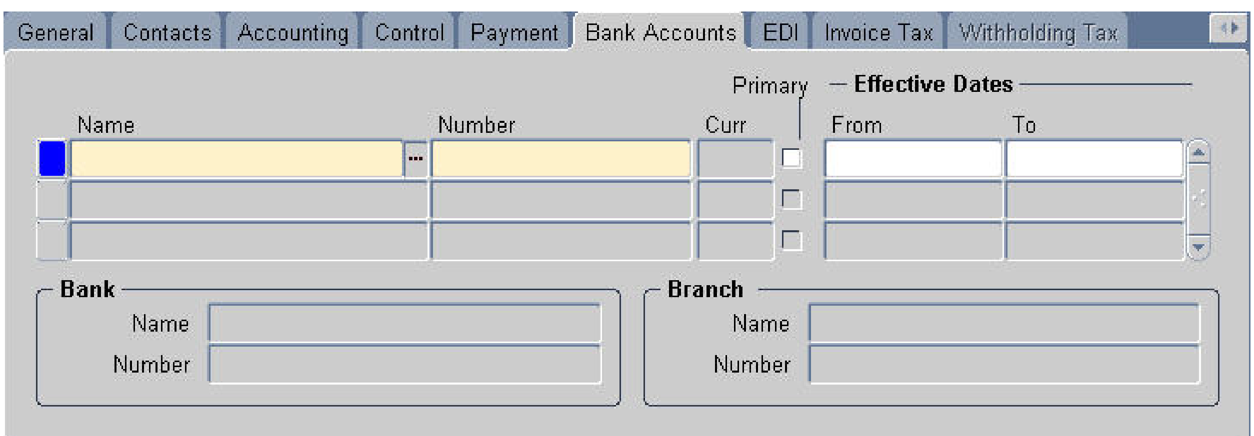
5. In the **Inactive On** field, enter the date the address will no longer be active.

   Example: Below is a sample inactive supplier site.



6. Select the **Bank Accounts** tab.

   <u>Result</u>: The bank account-related fields are displayed.



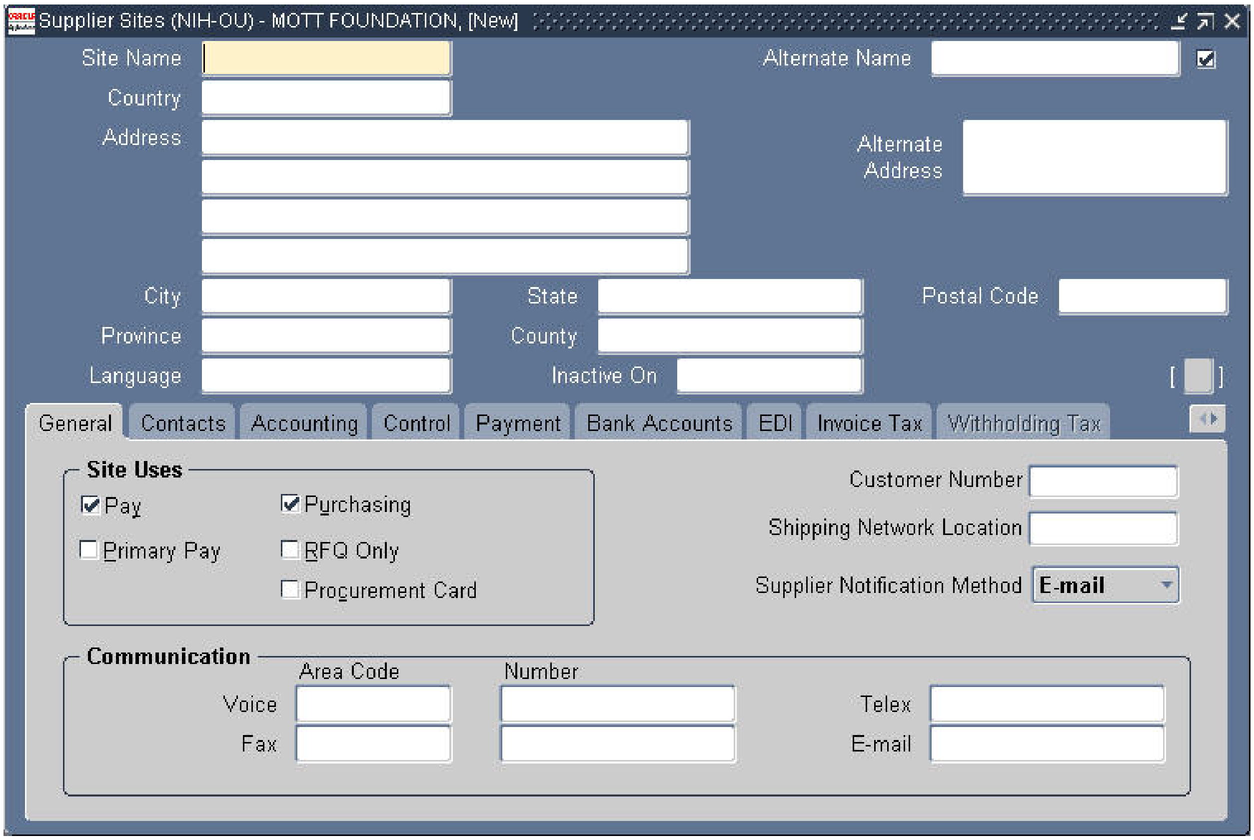
7. Review the information listed on the tab.

   <u>Important</u>: If there is bank information linked to this supplier site, the **NIH Bank Setup User** will need to update the bank information to link it to the new address.

8. Save the record.

9. Select the **New**  button on the applications toolbar.

   Result: The **Supplier Sites** window is enabled for data entry.



10. Enter a unique name in the **Site Name** field.

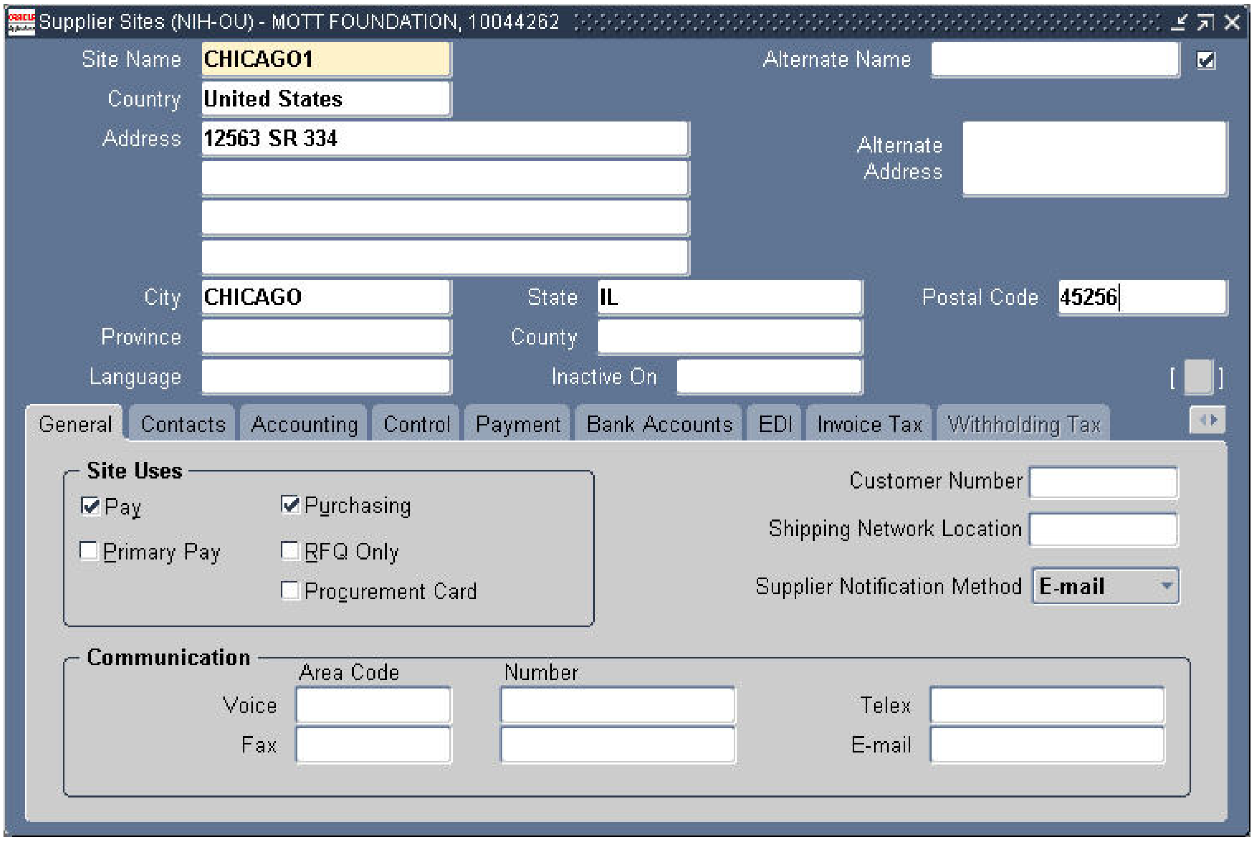
    Note: We recommend using the city name for the site name. For example, **CHICAGO**, or **CHICAGO 1** if a site already exists with the city name.

11. Enter the following address information.

Field	Description
Alternate Name	Enter an alternate name for the site
Alternate Address	Enter an alternate address for the site
Country	Select the appropriate country from the **LOV**.
Address	Enter the address line information
City	Enter the city name
State	Enter the state
Postal Code	Enter the postal code
Province	Enter the province abbreviation
County	Enter the county name
Language	Enter the language used at that site

Inactive On	Enter the date the site will no longer be active

Example: The following is a sample completed **Supplier Sites** window.



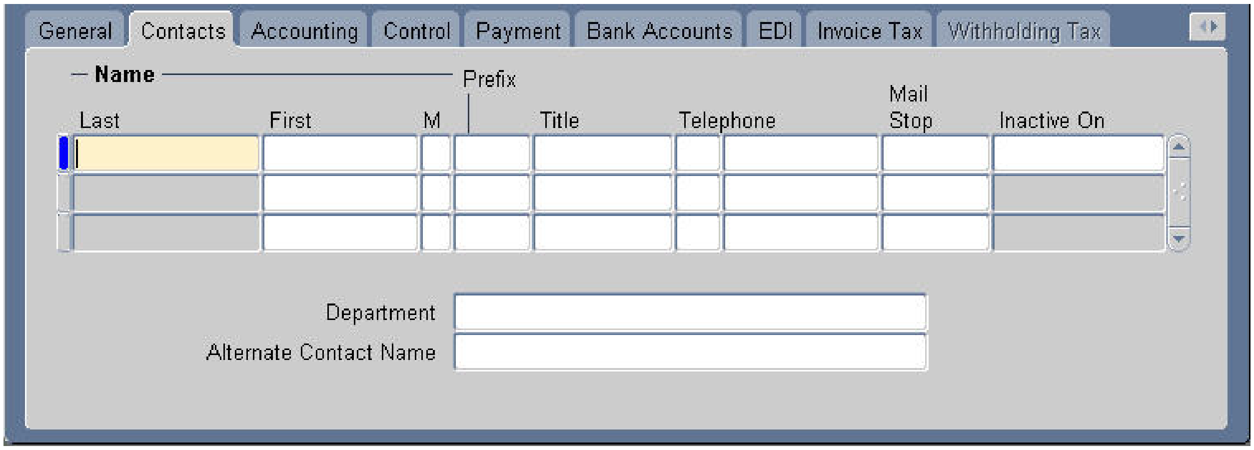
12. Review the information on the **General** region tab and update as necessary.

Field	Description
Site Uses	**Pay** - Enable if this site can be used for payments **Primary Pay** - Enable if this is the primary payment site **Purchasing** - Enable if site can be used for purchase orders **RFQ Only** - Enable if you do not allow entering purchase orders for a supplier site **Procurement Card -** Accepts the credit card brands of your procurement cards
Communication	Enter contact information for this supplier site.

If you want to enter supplier contacts, goto task #13. Otherwise, goto task #15.

13. Select the **Contacts** tab.

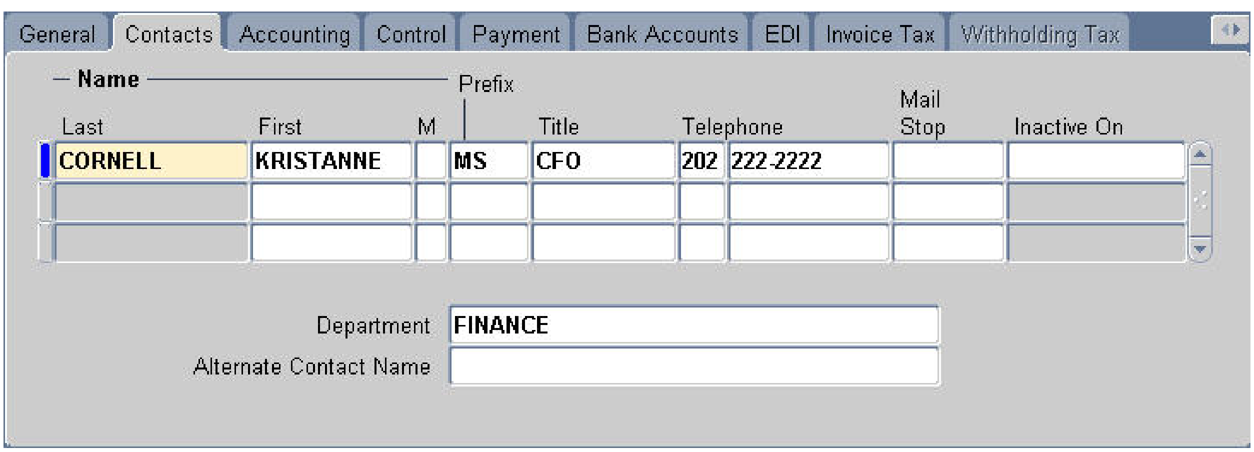
Result: The fields related to supplier contacts are displayed.



14. Enter information on the supplier contact as described below:

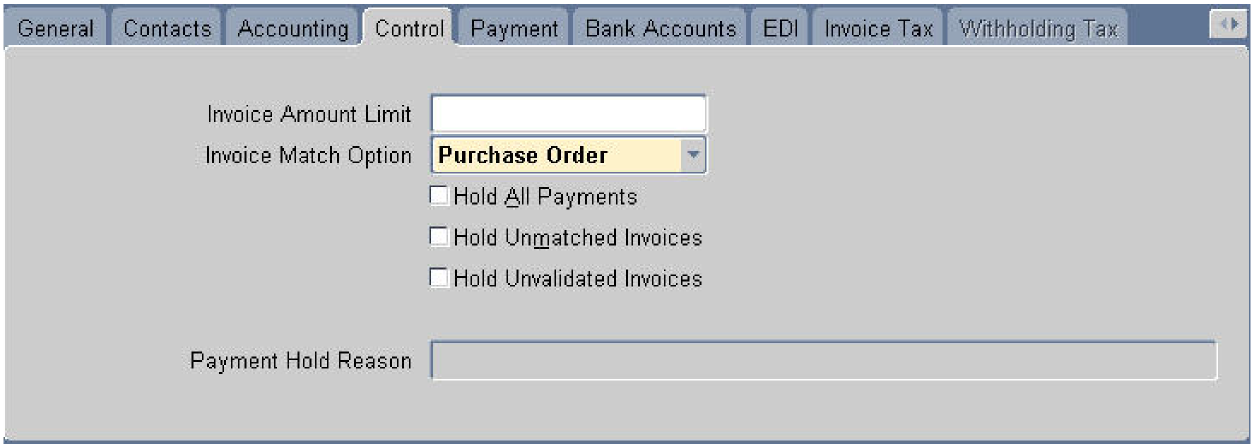
Field	Description
Name: Last	Enter the contact's last name
Name: First	Enter the contact's first name
Name: M	Enter the contact's middle initial
Prefix	Enter the appropriate prefix for the contact
Title	Enter the contact's title
Telephone	Enter the contact's telephone number
Inactive On	Enter a date on which the contact will no longer be active
Department	Enter the department name
Alternate Contact Name	Enter the name of an alternate contact

Example: The following is a sample completed **Supplier Contacts** window.



15. Select the **Control** tab.

Results: The control-related fields are displayed.

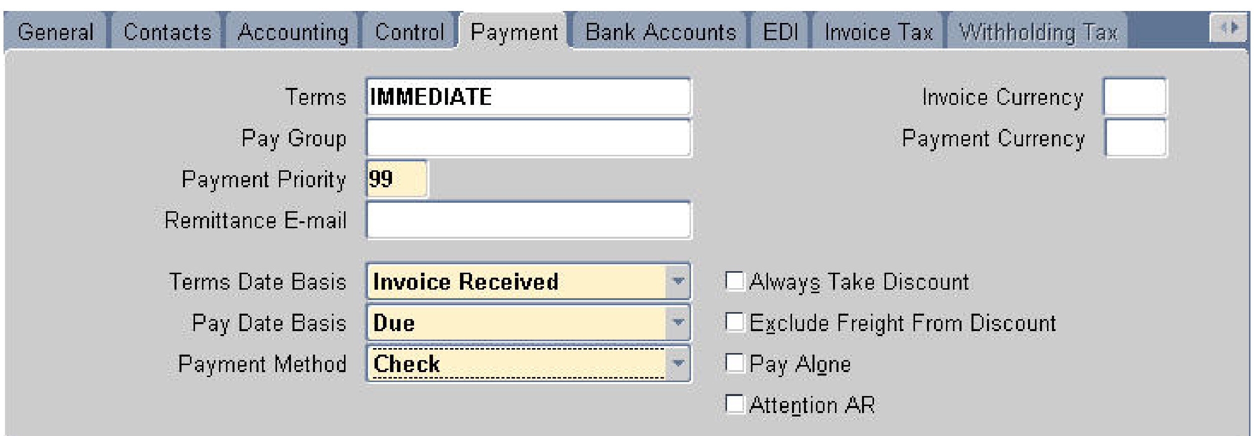


16. Enter any applicable information on the **Control** tab.

Field	Description
Invoice Amount Limit	Enter an invoice amount limit
Invoice Match Option	Use the drop down list to select the match option
Hold All Payments	Holds all payments to the supplier
Hold Unmatched Invoices	Holds all unmatched invoices to the supplier
Hold Unvalidated Invoices	Holds all unvalidated invoices to the supplier
Payment Hold Reason	Select a reason from the **LOV**.

17. Select the **Payment** tab.

Result: The payment-related fields are displayed.



18. Enter any applicable information on the **Payment** tab.

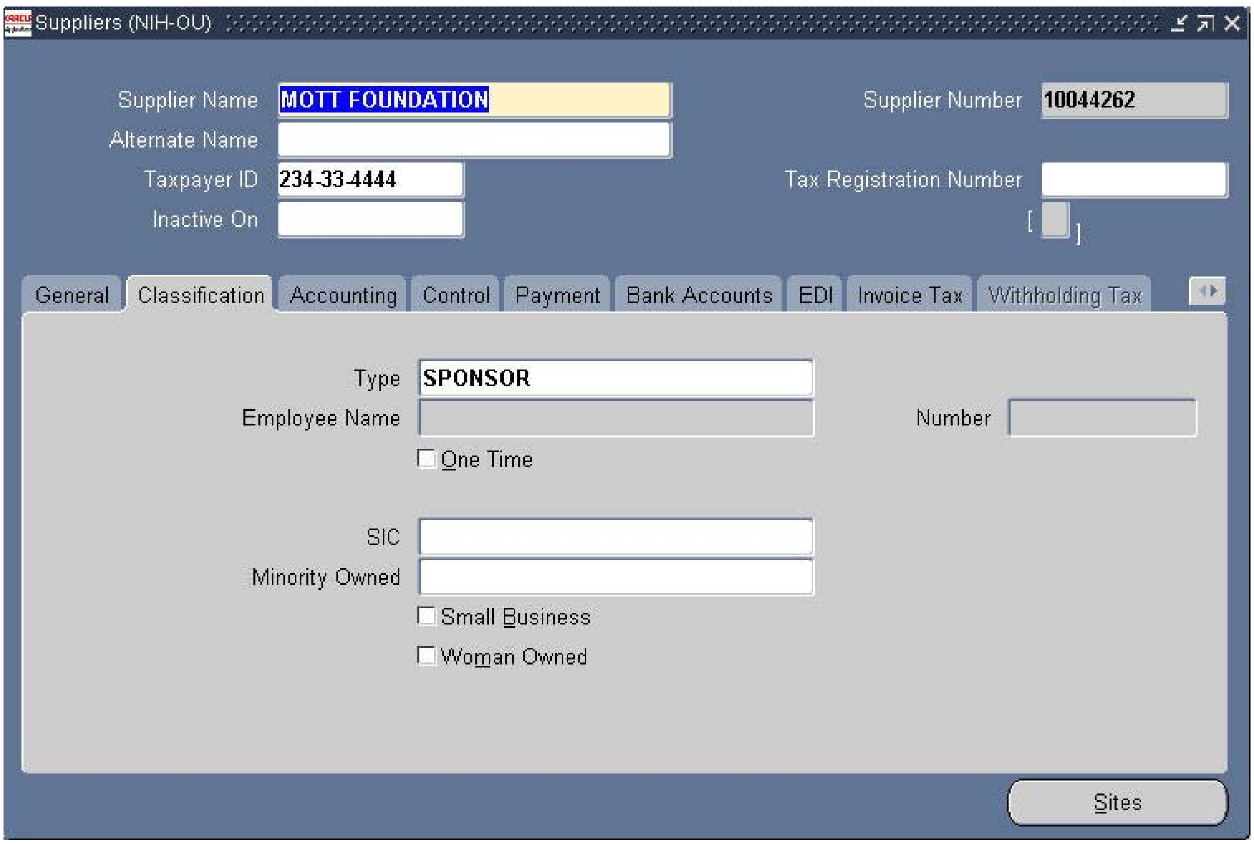
Field	Description
Terms	Select the appropriate payment terms from the **LOV**. Note: Defaults from **Supplier Type** chosen at the header level.

Pay Group	Select a value from the **LOV**. The pay group can be used to segregate invoices in payment batches.
Payment Priority	Value defaults. May enter a new payment priority
Terms Date Basis	Select value from drop down menu
Pay Date Basis	Select value from drop down menu
Payment Method	Select value from drop down menu Note: Once bank information is associated with a supplier, the **Payment Method** field is automatically updated to **Electronic** but can be changed during invoice creation.

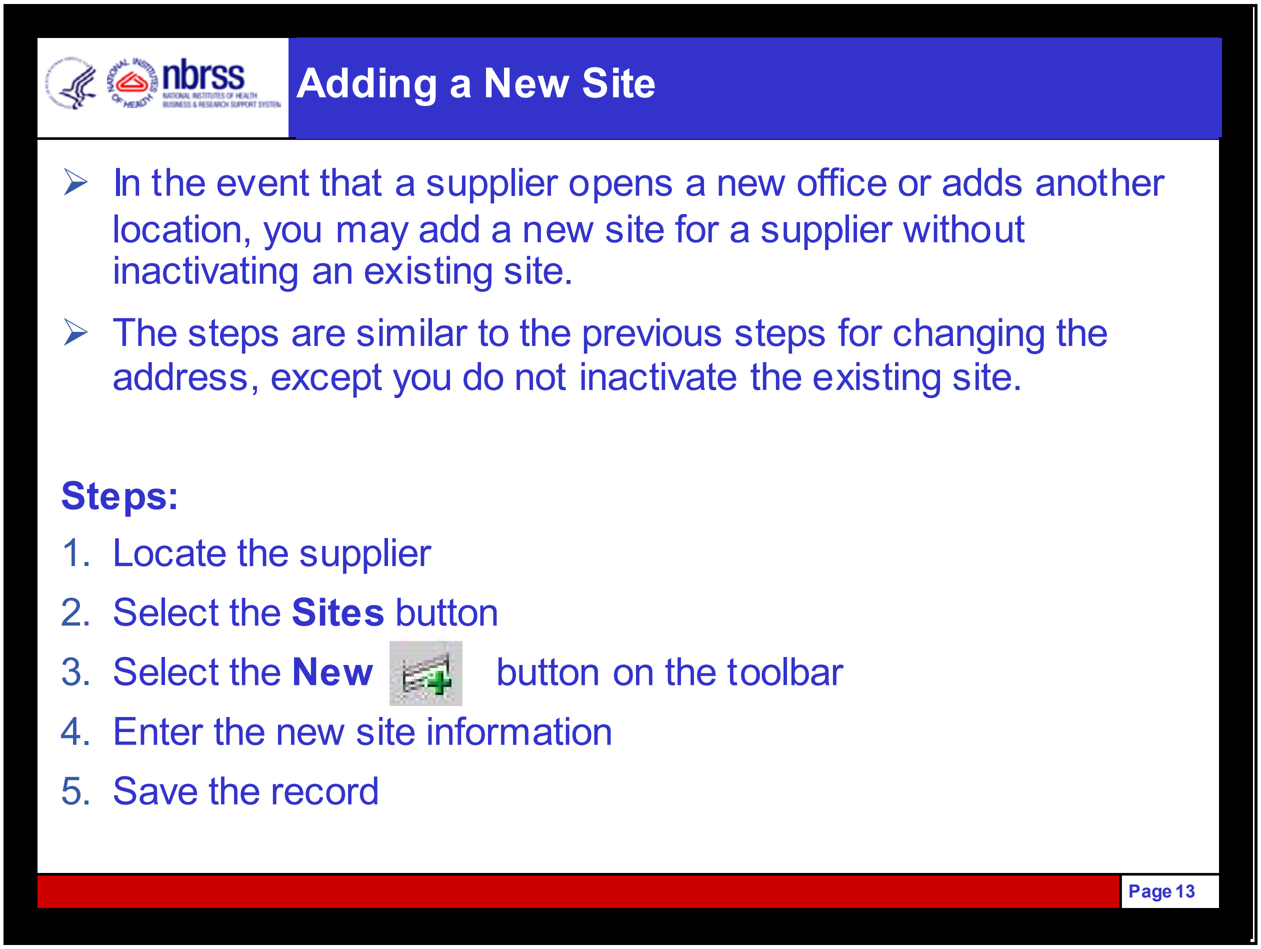
19. Save the record.

20. Close the **Supplier Sites** window.

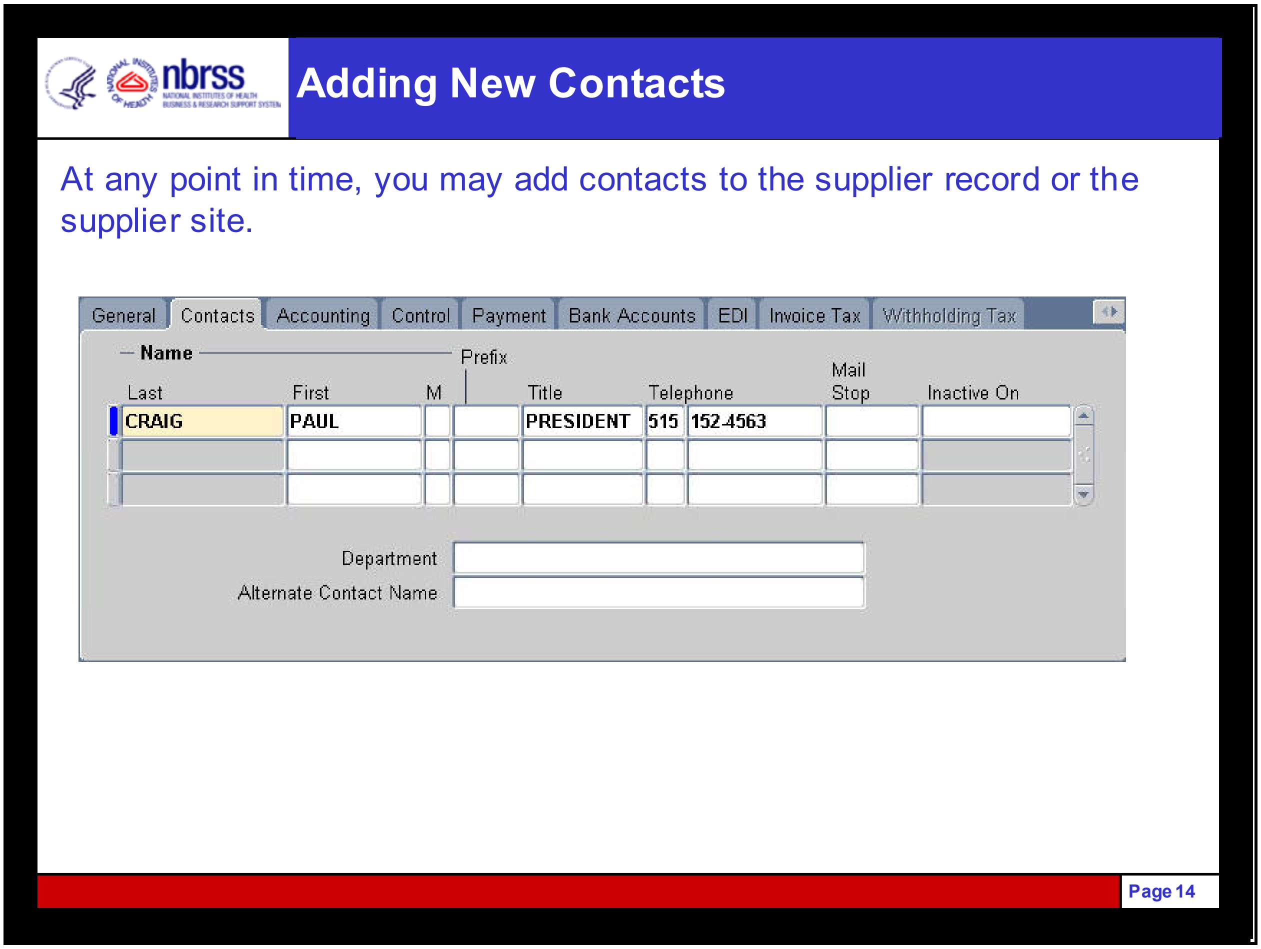
    Result: You are returned to the **Supplier** window.



End of activity.


Adding a New Site
In the event that a supplier opens a new office or adds another location, you may add a new site for a supplier without inactivating an existing site.
The steps are similar to the previous steps for changing the address, except you do not inactivate the existing site.
Steps:
1. Locate the supplier
2. Select the Sites button
3. Select the New button on the toolbar
4. Enter the new site information
5. Save the record
Page 13

Adding New Contacts



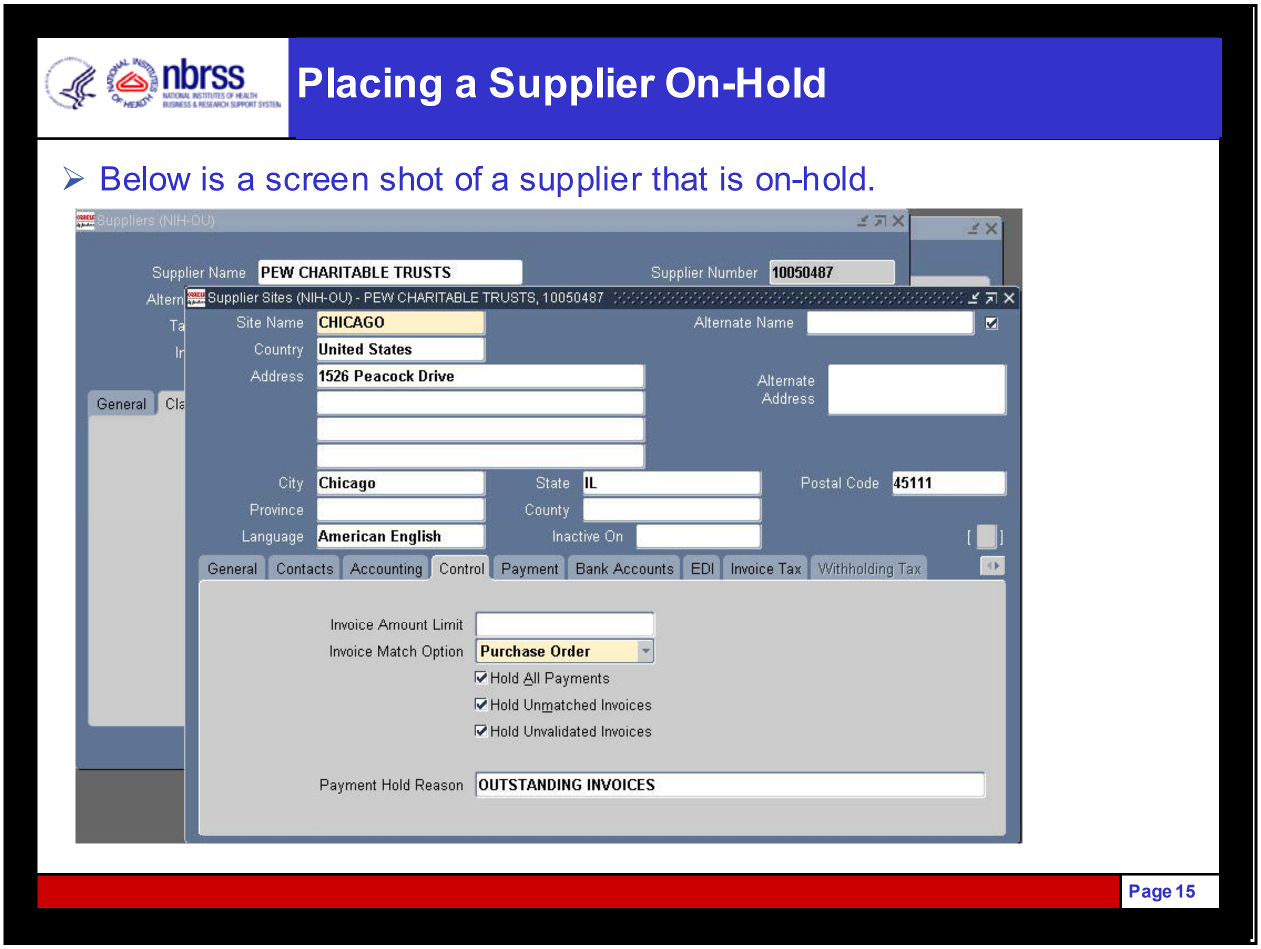
Steps to Add Contacts to the Supplier Record:

- Locate the Existing Supplier Record.
- Select the **Contacts** tab.
- Enter the new contact information
- Save the record.

Steps to Add Contacts to the Supplier Site:

- Locate the Existing Supplier Record.
- Select the **Sites** button.
- Locate the site for which you want to add a contact.
- Select the **Contacts** tab.
- Enter the new contact information
- Save the record.

Placing a Supplier On-Hold



A supplier may be placed on hold in the event that

- the supplier is delinquent in paying outstanding invoices
- the supplier's bank account information is going to change in the near future.

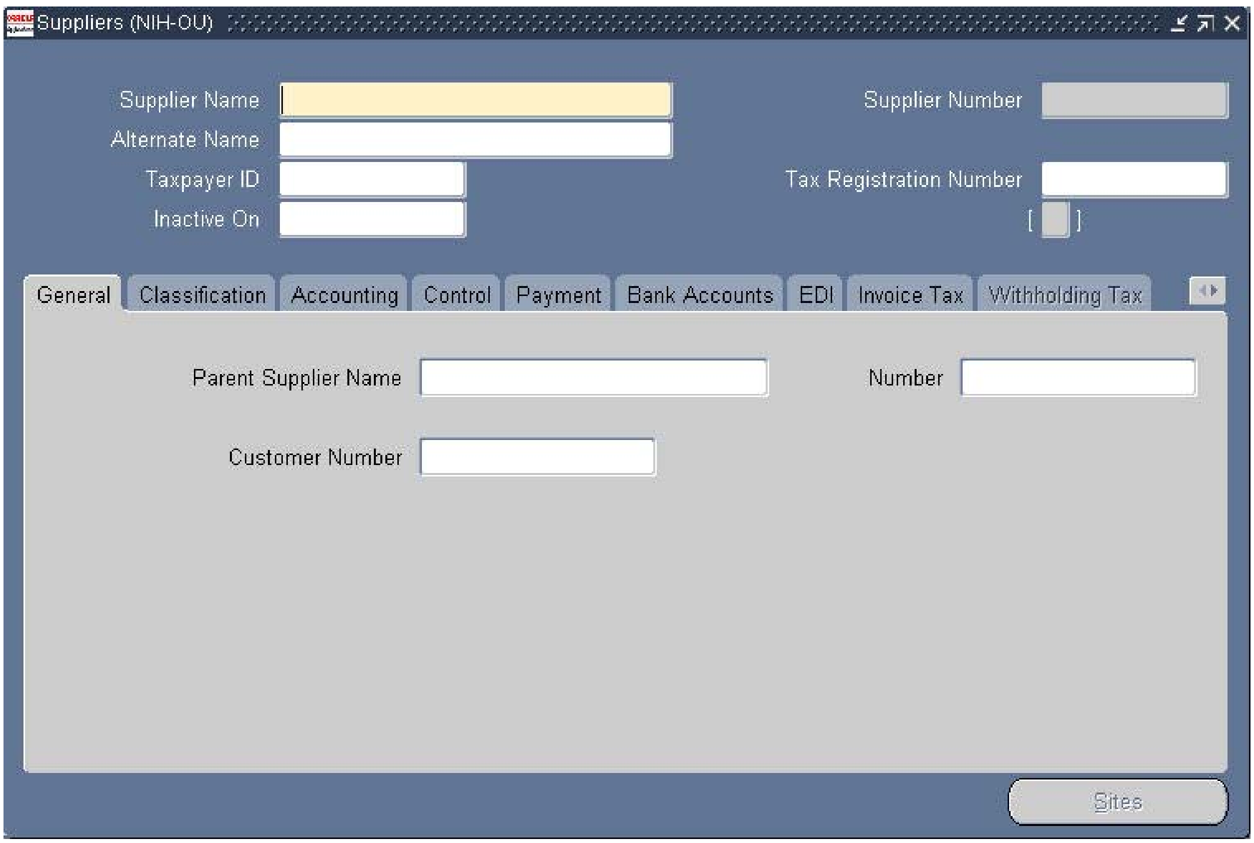
The payment issuing office must submit a request to the Government Accounting department before a supplier can be placed on hold.

Placing a Supplier On Hold

Purpose

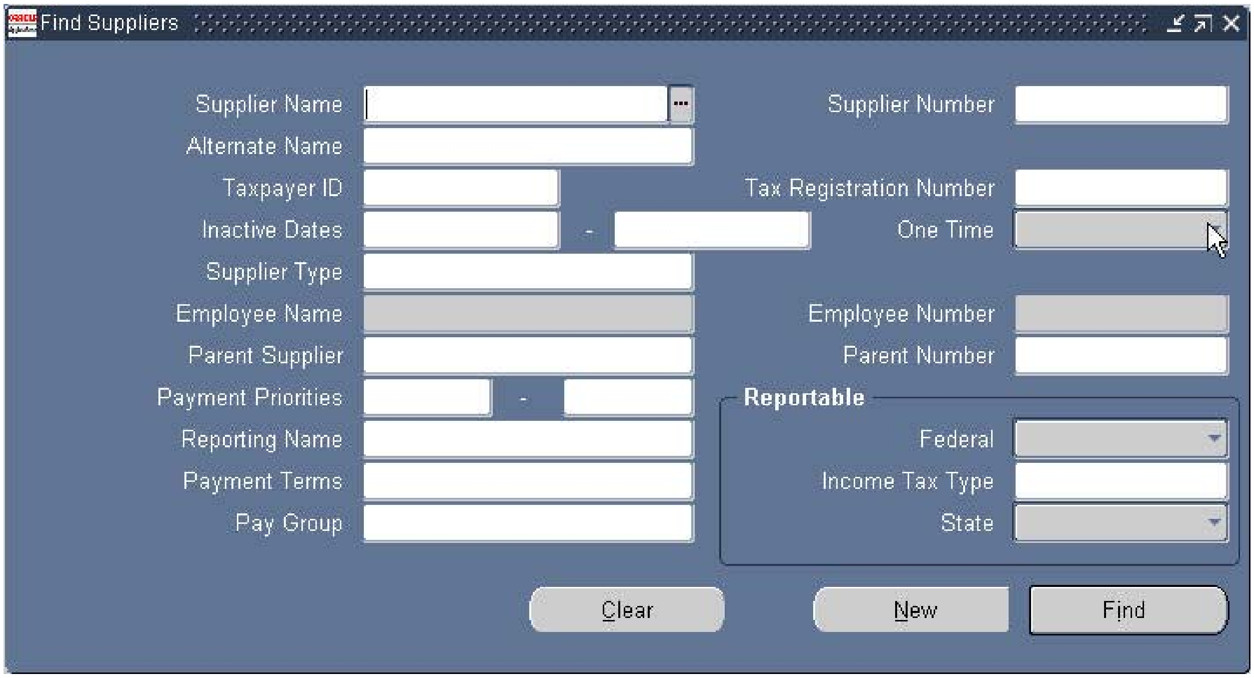
The purpose of this document is to describe how to place a supplier on hold. By placing a supplier on hold, you restrict the payment and invoice activity for the supplier.

NIH Payables Manual Vendor Entry User
N > Suppliers > Enter
Suppliers



1. Select the  **Find** button on the applications toolbar.

   Result: The **Find Suppliers** window is displayed.



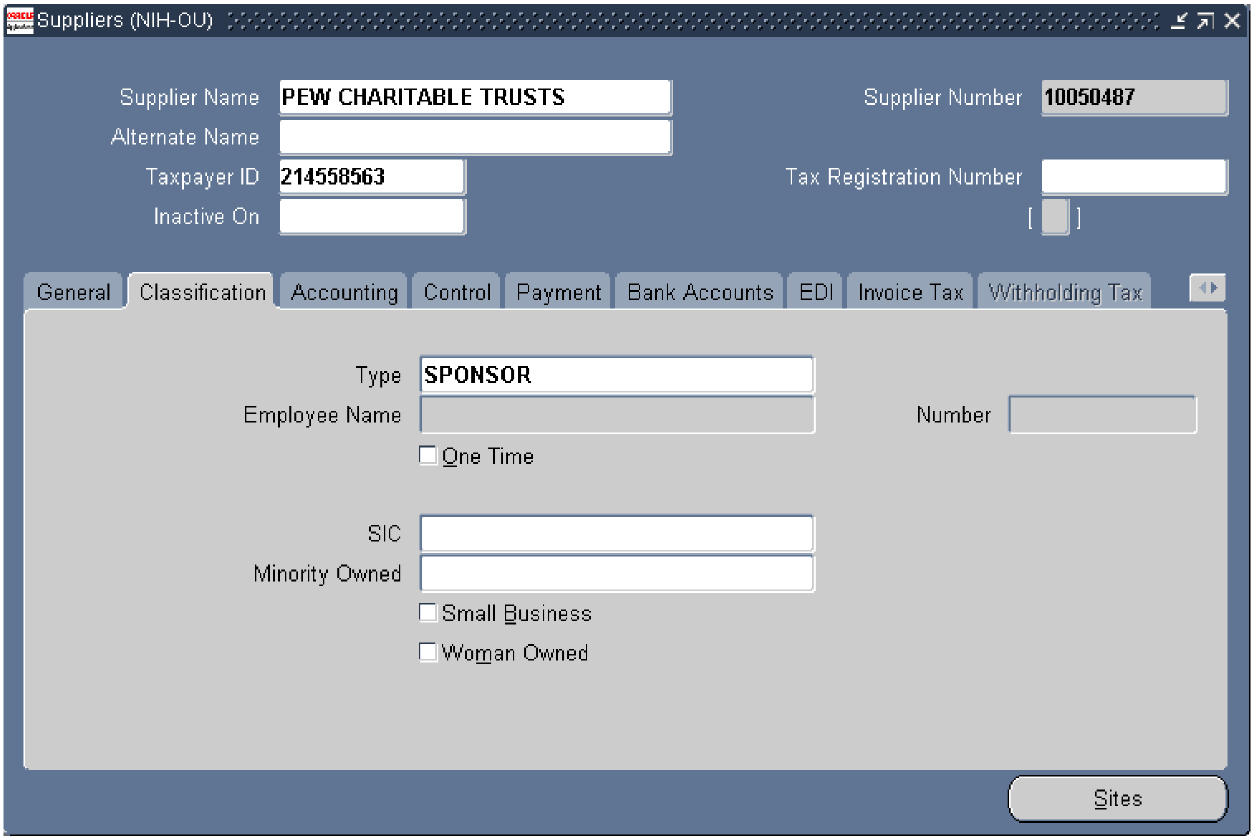
2. Enter your search criteria.

   Note: Below is a sample of fields to use to search.

Field	Description
Supplier Name	Select the supplier's name from the **LOV**
Supplier Number	Enter the supplier number
Taxpayer ID	Enter the taxpayer ID
Supplier Type	Select the supplier type from the **LOV**
Employee Name	Select the employee's name from the **LOV**
Employee Number	Enter the employee number

3. Select the **Find** button.

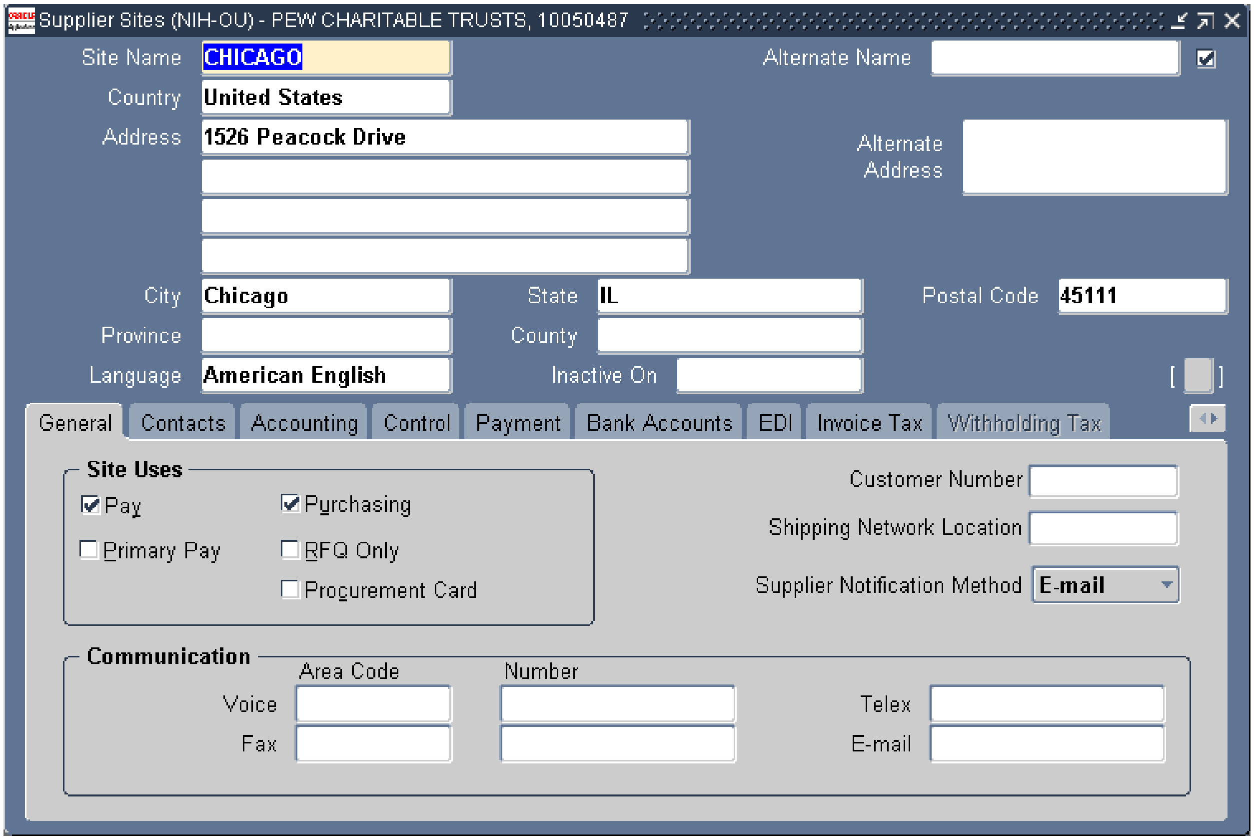
   Result: The results of your query are displayed.



Note: Use the up and down arrows on the keyboard to locate the Supplier you want to place on hold.

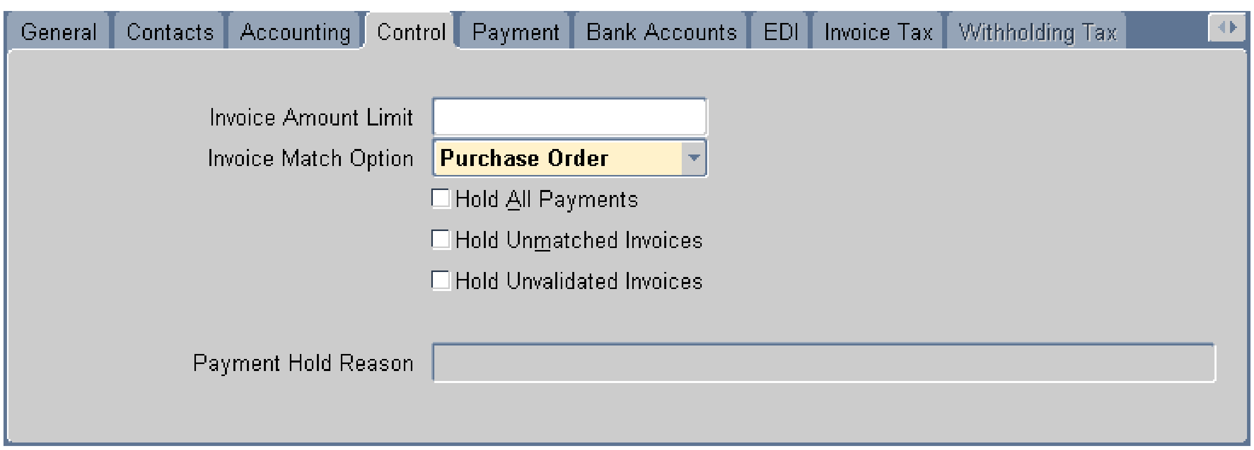
4. Select the **Sites** button.

Result: The **Supplier Sites** window is displayed.



5. Select the **Control** tab

<u>Result</u>: The below fields are displayed.

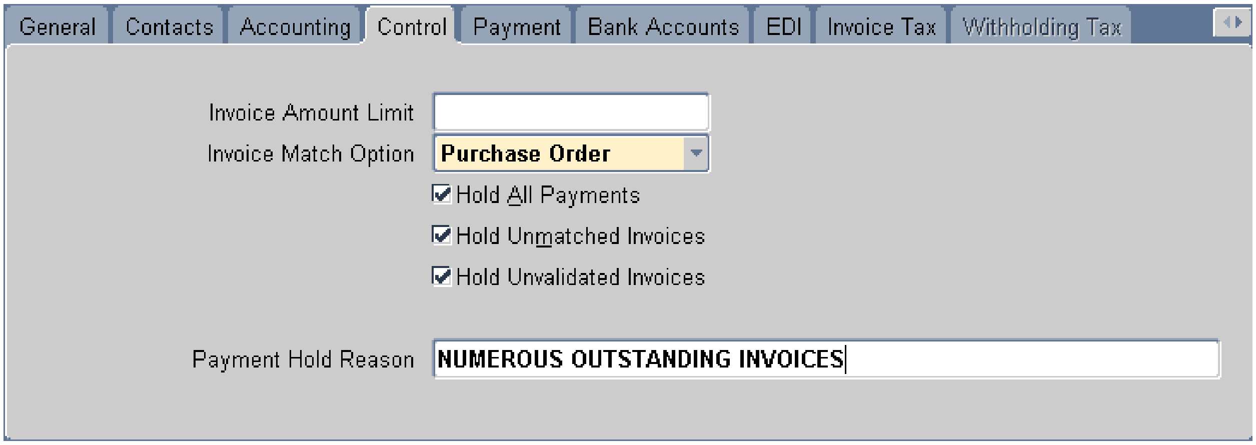


6. Enable the appropriate checkboxes.

Field	**Description**
Hold All Payments	Holds all payments to the supplier
Hold Unmatched Invoices	Holds all unmatched invoices to the supplier
Hold Unvalidated Invoices	Holds all unvalidated invoices to the supplier

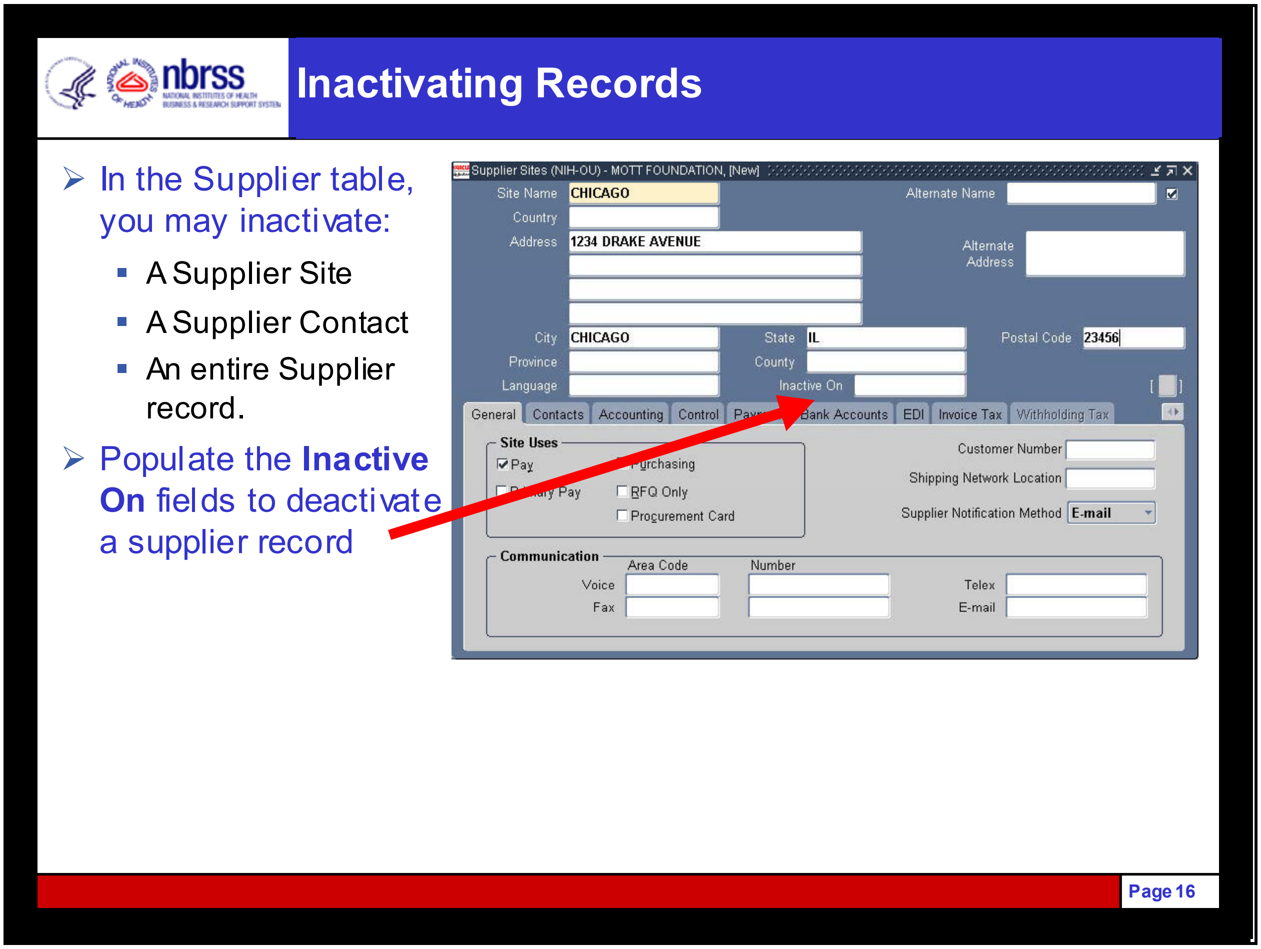
7. Enter a reason into the **Payment Hold Reason** field.

   Example: Below is a sample completed **Control** tab.



8. Save the record.

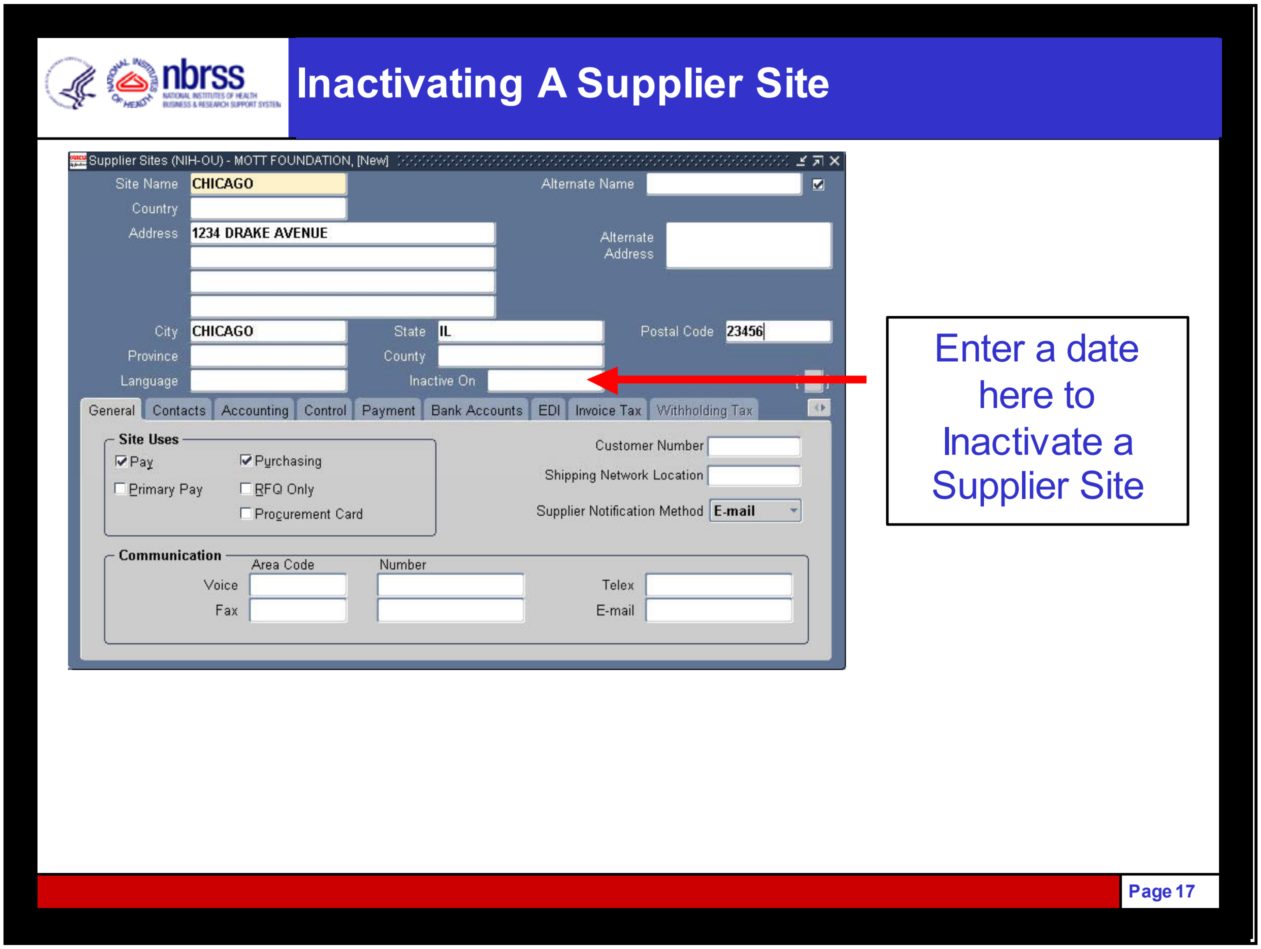
End of activity.



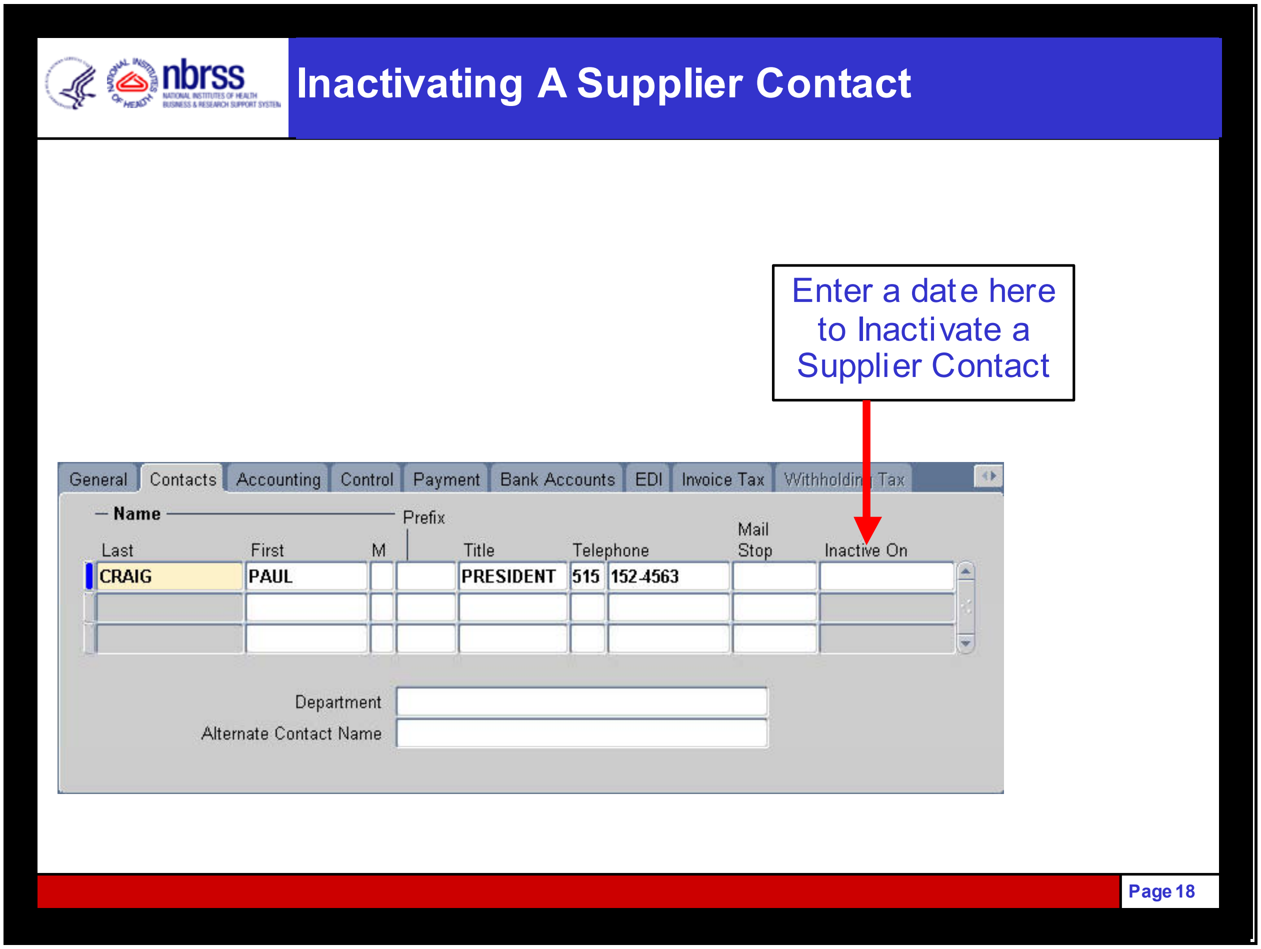
Examples of reasons for deactivating supplier records:

- Supplier closes one of it’s locations – inactivate the supplier site
- Supplier contact leaves the supplier organization – inactivate the supplier contact
- Supplier no longer does business with the NIH – inactivate the supplier record

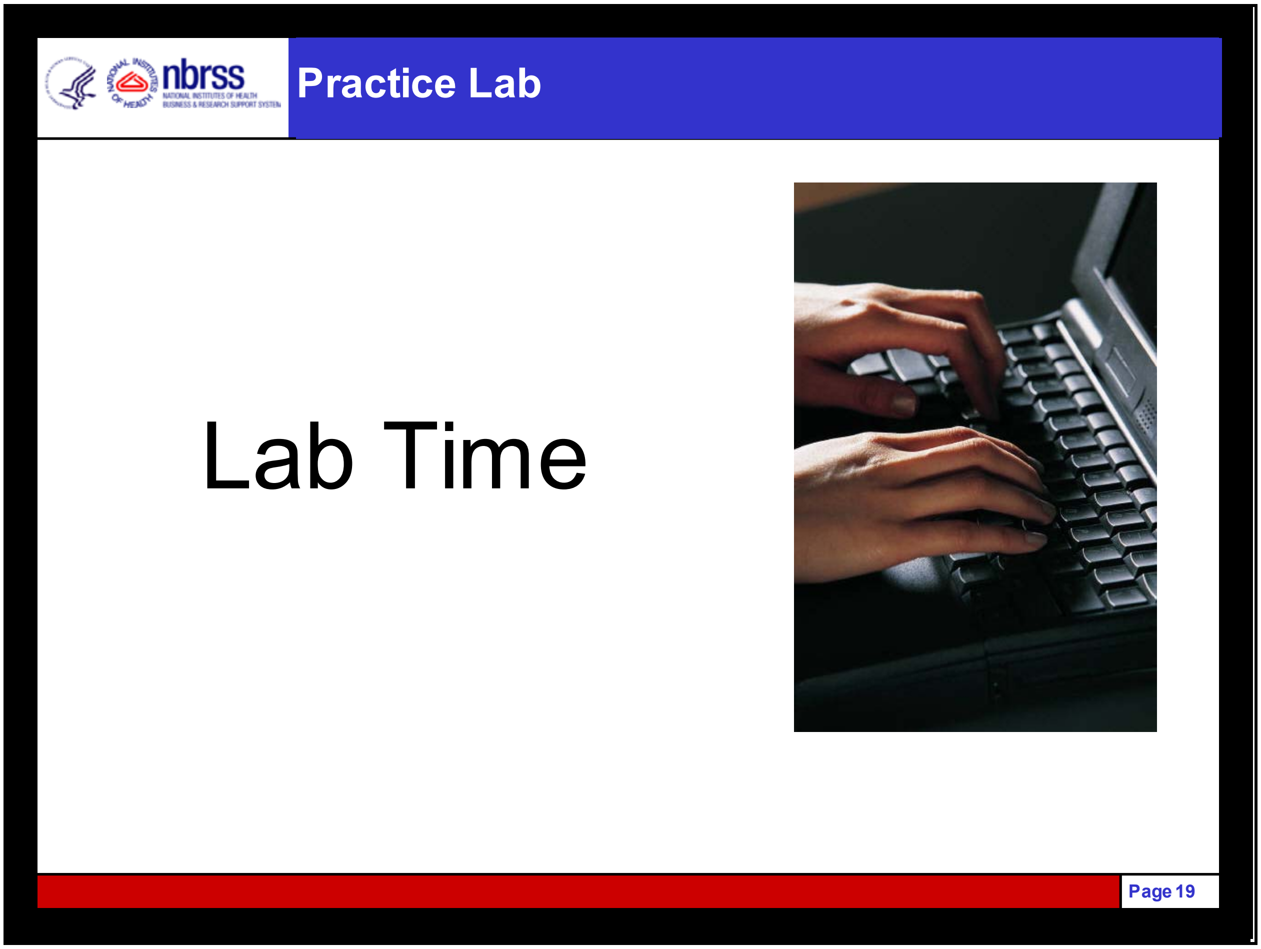
Inactivating A Supplier Site



Inactivating A Supplier Contact



Note: We will cover inactivating supplier records in the next session.



Complete Lab 5: Modifying Existing Supplier Records

Searching for Duplicate Supplier Records

After this lesson you should know how to:

- Enter a new supplier
- Update an existing supplier
- ➔ **Search for duplicate supplier records**
- Remove duplicate supplier records

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Searching for Duplicate Supplier Records

Searching for Duplicate Supplier Records

- Removing duplicate supplier records is a part of routine supplier table maintenance.
- To facilitate the review, Oracle provides you with the following reports:
  - Supplier Report
  - Supplier Audit Report

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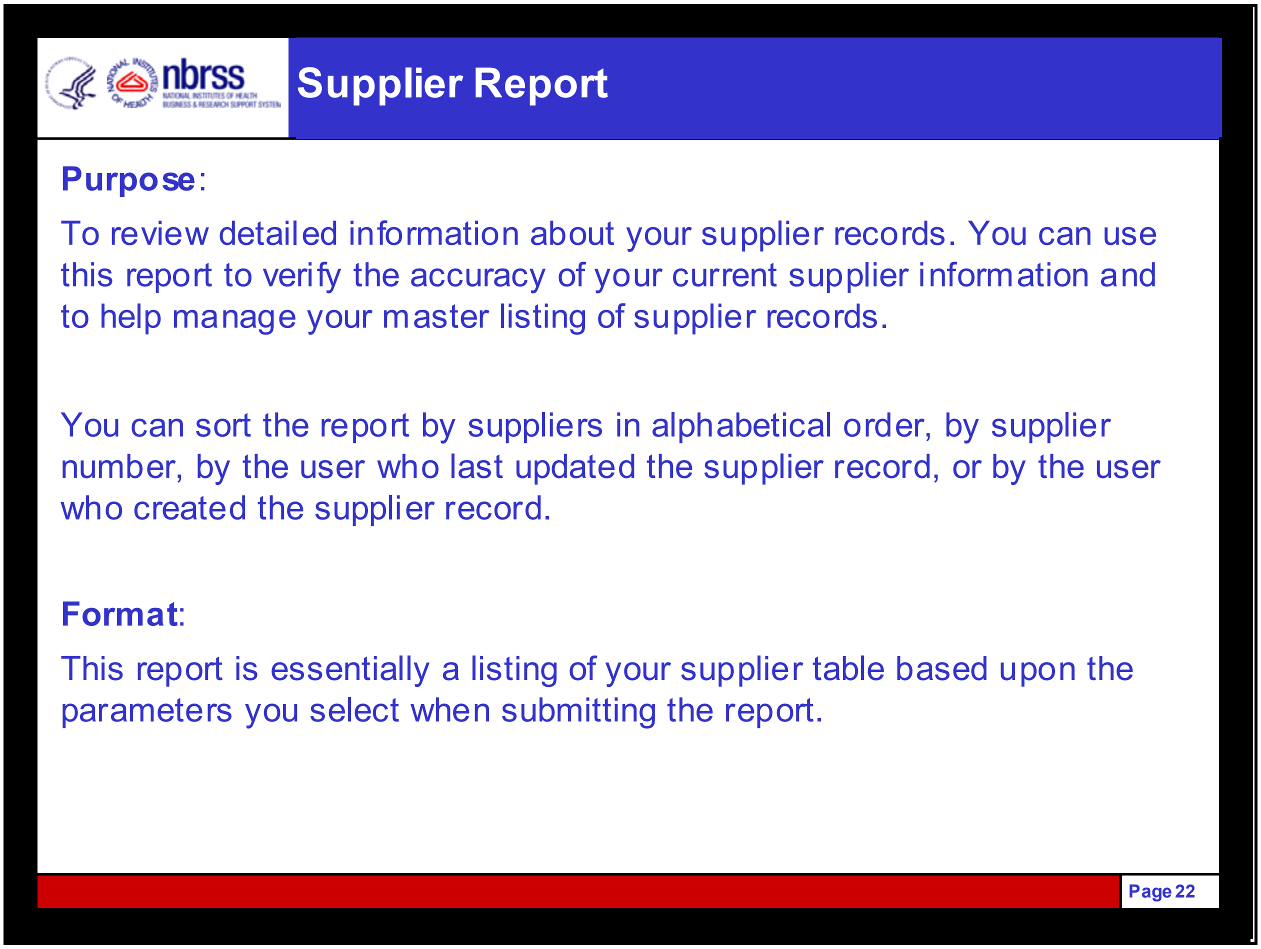
Supplier Report



Parameters:

- Order By (Created By, Last Updated By, Supplier Name, Supplier Number)
- Income Tax Reportable Only (Include suppliers for just 1099 reporting or all)
- From/To Creation Date
- From/To Update Date
- Created By
- Updated By
- Include All/Active Suppliers
- Include Site Information
- Include All/Active Sites
- Include Home Country **(**To suppress the country name in the address for suppliers that are in your home country, enter No)
- Include Contact Information
- Include All/Active Contacts
- Include Bank Account Information

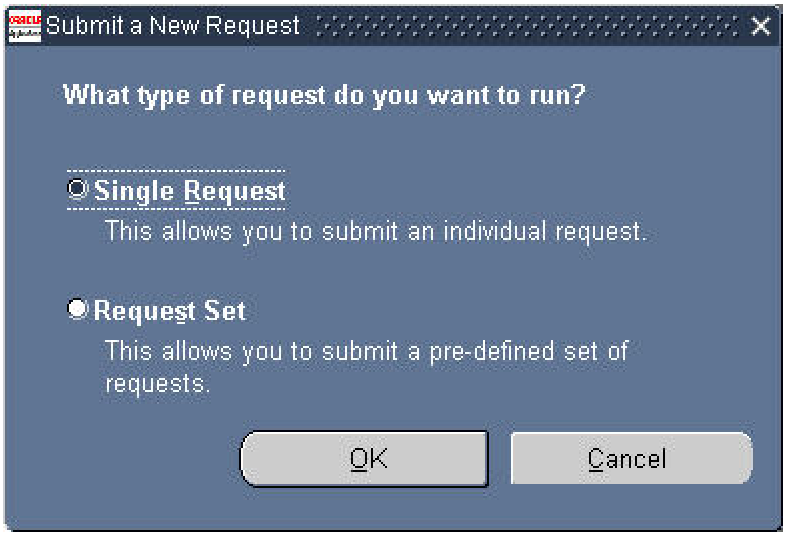
• Include All/Active Accounts

Format:

Payables provides detailed information for each supplier, and optionally, supplier site, including the user who created the supplier/site, creation date, pay group, payment terms, bank information, and other supplier or site information.

Submitting the Supplier Report

NIH Payables Manual Vendor Entry User
N > Other > Requests > Run
Submit a New Request

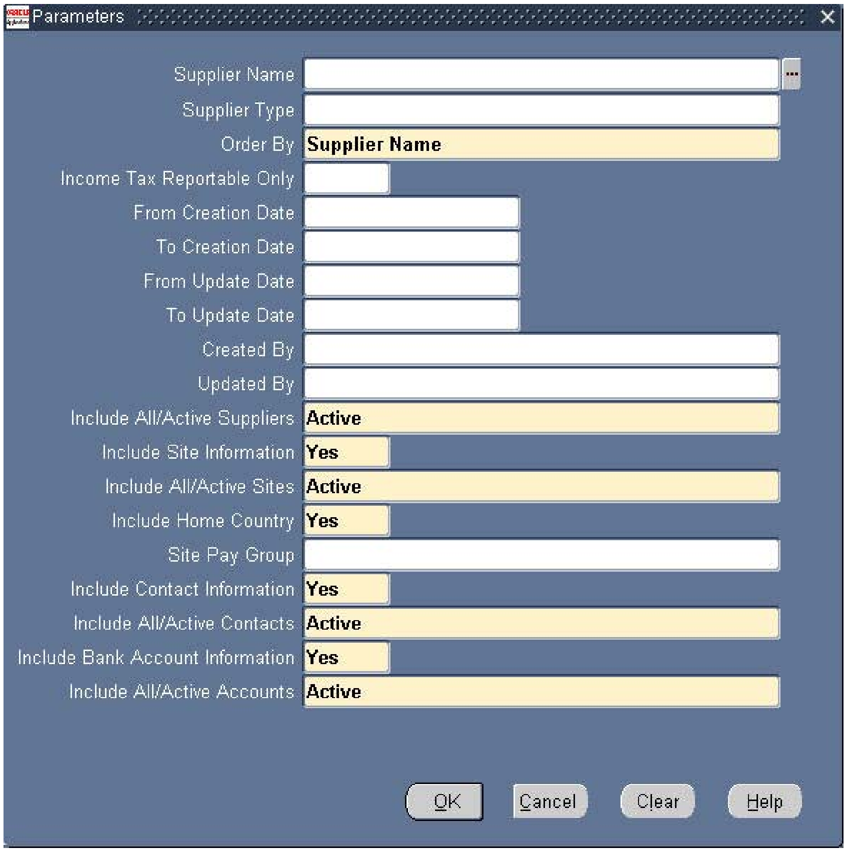


1. Select the **OK** button.

   Result: The **Submit Request** window is displayed.

2. Click on the **LOV** in the **Name** field and select **Supplier Report**.

   Result: The **Parameters** window is displayed.



3. Enter your report parameters as described below:

Field	Description
Supplier Name	Select a Supplier Name from the **LOV** to run for a single supplier
Supplier Type	Select a Supplier Type from the **LOV** to run for a single supplier type
Order By	Select the method that you want the report to be ordered from the **LOV**
Income Tax Reportable Only	Select **Yes** or **No** from the **LOV**
Created Date Range	Enter a date range that the supplier records were created
Updated Date Range	Enter a date range that the supplier records were updated
Created By	Select the user name of the individual who created the records from the **LOV**
Updated By	Select the user name of the individual who created the records from the **LOV**
Include All/Active Suppliers	Select **All** or **Active** from the **LOV**
Include Site Information	Select **Yes** or **No** from the **LOV**
Include All/Active Sites	Select **All** or **Active** from the **LOV**
Include Home Country	Select **Yes** or **No** from the **LOV**

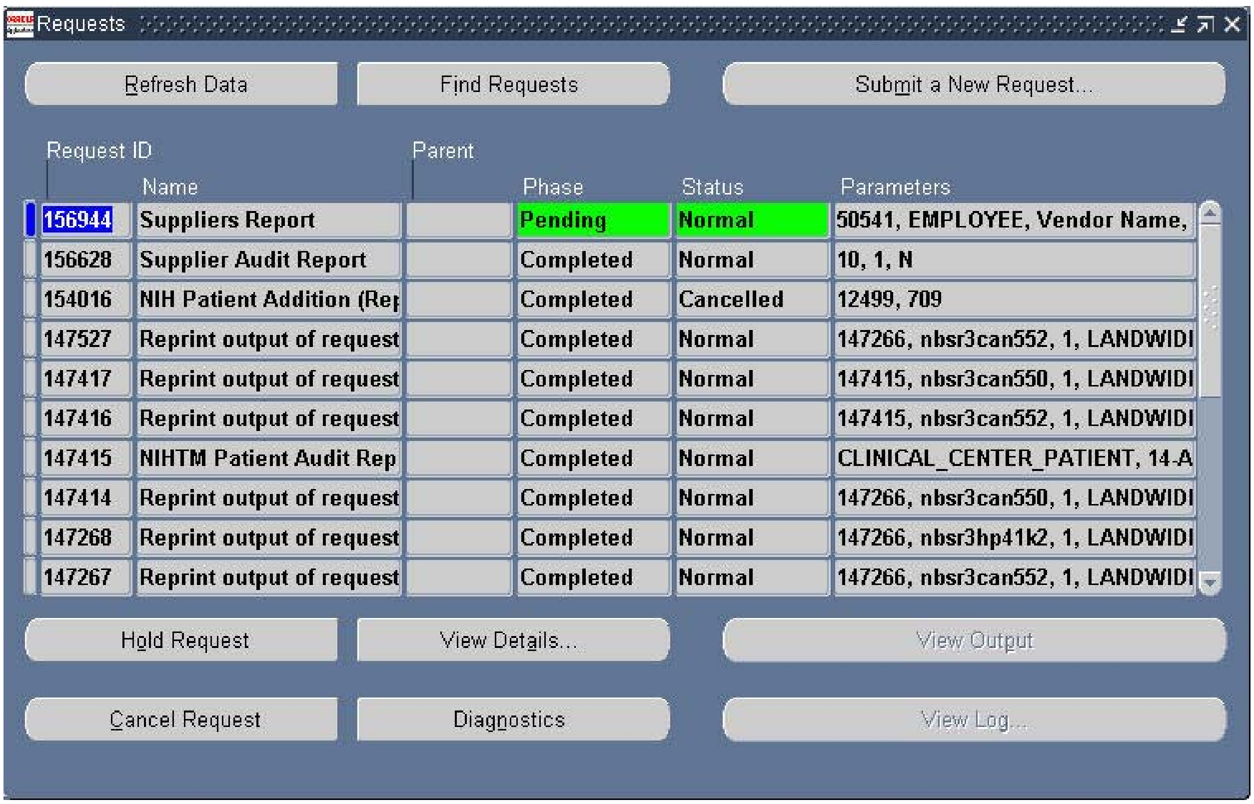
Site Pay Group	Select a **Pay Group** from the **LOV**
Include Contact Information	Select **Yes** or **No** from the **LOV**
Include All/Active Contacts	Select **All** or **Active** from the **LOV**
Include Bank Information	Select **Yes** or **No** from the **LOV**
Include All/Active Bank Accounts	Select **All** or **Active** from the **LOV**

4. Select the **OK** button.

   Result: The **Parameters** window is no longer displayed.

5. Select the **Submit** button.

   Result: The **Requests** window is displayed.



6. Select the **Refresh Data** button until the **Phase** is **Completed**.

7. Select the **View Output** button to view the report.

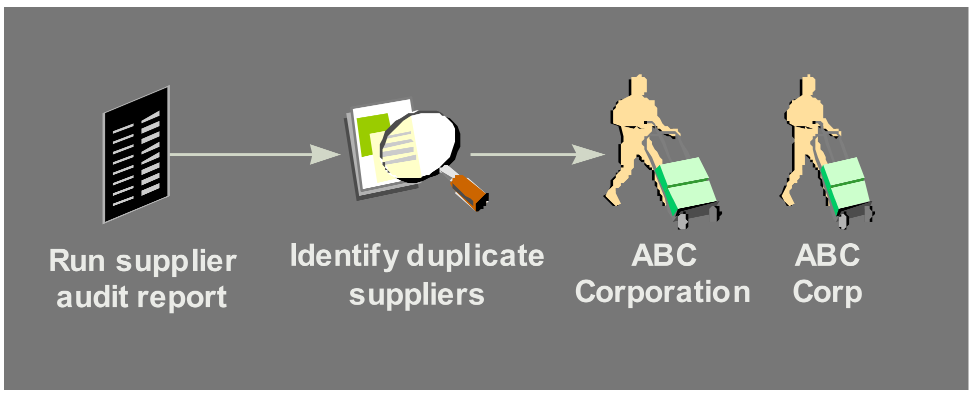
End of activity.

Supplier Audit Report

Supplier Audit Report

Purpose:

To help identify potential duplicate suppliers. This report lists active suppliers whose names are the same up to a specified number of characters. The report ignores case, spaces, special characters, etc.



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Parameters:

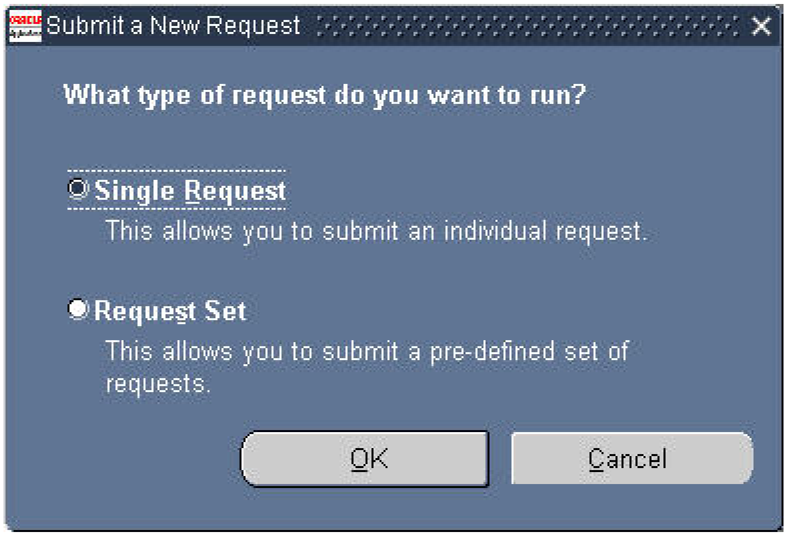
You may want to run the report with different parameters to fine tune your search. Specify a length short enough to identify duplicates, such as Comco and Comco, Inc., but long enough to avoid obviously different supplier names, such as General Instruments and General Electric.

Format:

The report lists all site names and addresses of each potential duplicate supplier. The report inserts a blank line between groups of possible duplicate suppliers. Review the report to determine which suppliers are duplicates.

Submitting the Supplier Audit Report

NIH Payables Manual Vendor Entry User
N > Other > Requests > Run
Submit a New Request

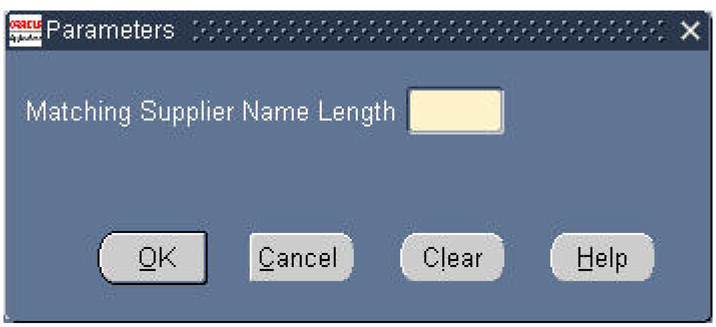


1. Select the **OK** button.

   Result: The **Submit Request** window is displayed.

2. Click on the **LOV** in the **Name** field and select **Supplier Audit Report**.

   Result: The **Parameters** window is displayed.



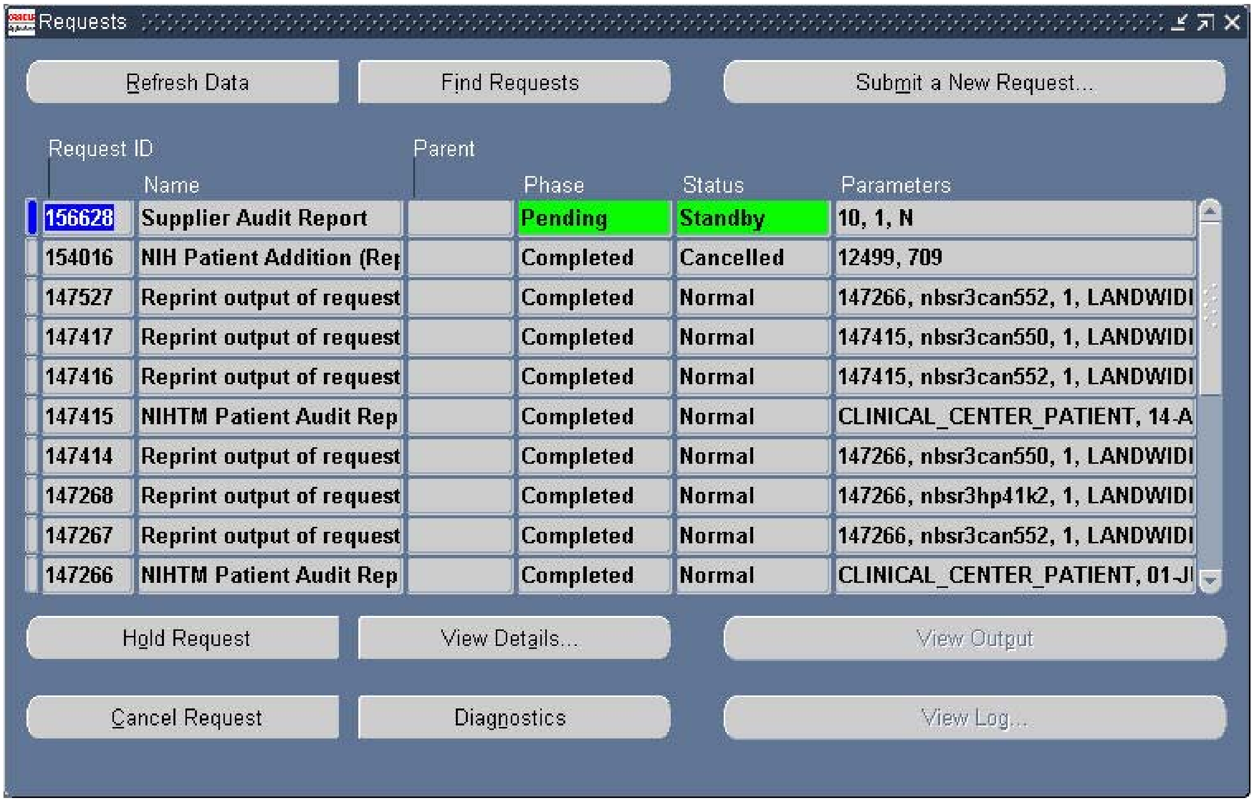
3. Enter the number of characters that you want the report to match.

   Note: The higher number of characters you select, the fewer matches you will receive.

4. Select the **OK** button.

5. Select the **Submit** button.

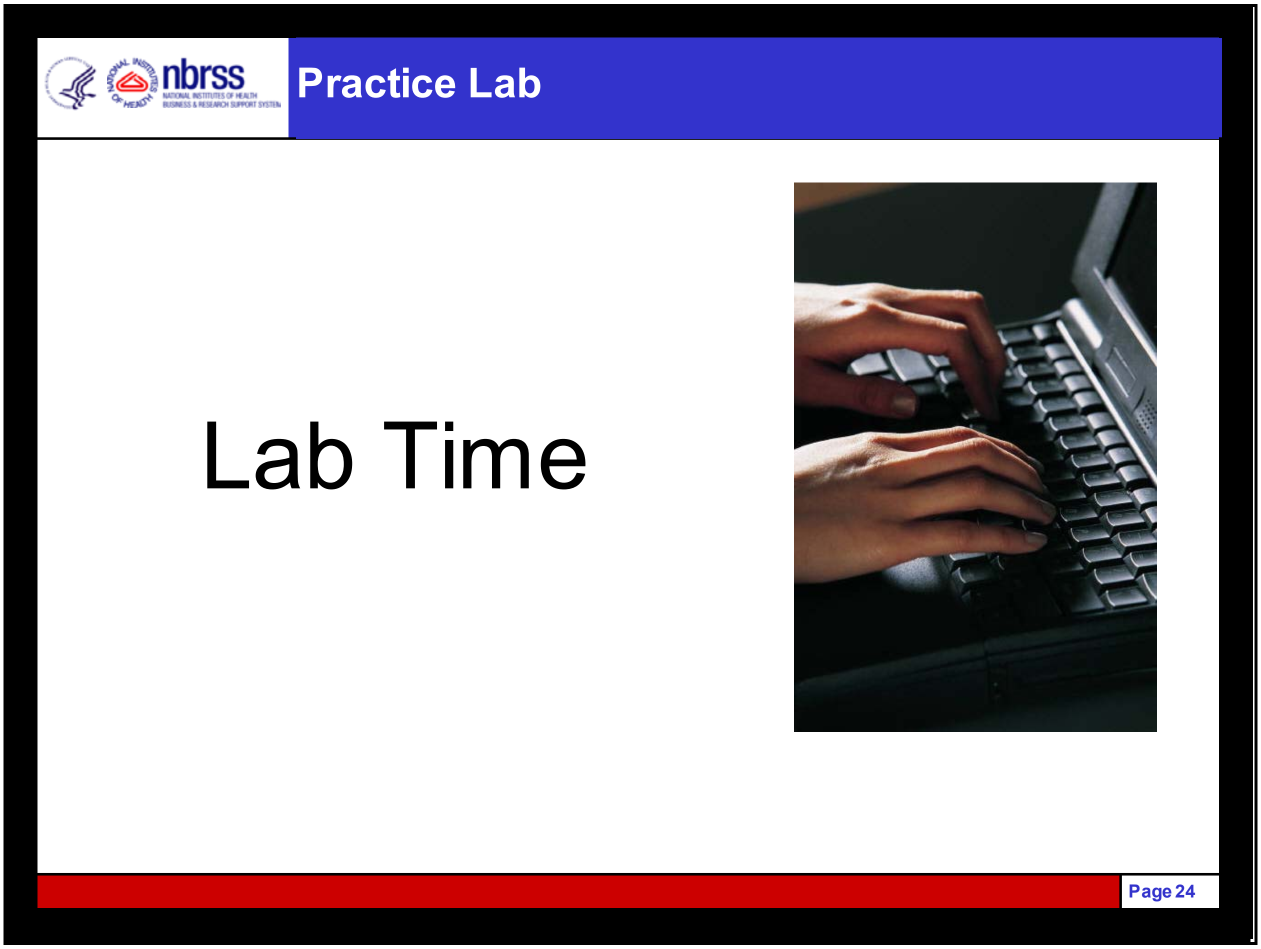
Result: The **Requests** window is displayed.



6. Select the **Refresh Data** button until the **Phase** is **Completed**.

7. Select the **View Output** button to view the report.

End of activity.



Complete Lab 6: Submitting Supplier Reports

Removing Duplicate Supplier Records

After this lesson you should know how to:

- Enter a new supplier
- Update an existing supplier
- Search for duplicate supplier records

➔ **Remove duplicate supplier records**

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Removing Duplicate Records

Removing Duplicate Records

Follow the chart below to determine the appropriate way to remove duplicate records

Type of Record	Step 1	Step 2
NED/HRDB Record	Merge at Supplier level	N/A
Baltimore Patient	Inactivate Employee Record	Merge at Supplier level
Phoenix Patient	Inactivate Employee Record	Merge at Supplier level
Non NIH Affiliated	Inactivate Employee Record	Merge at Supplier level
Clinical Center Patient*	Inactivate Employee Record	Merge at Supplier level

* Clinical Center Patient Records **CANNOT** be merged with any other supplier type. **Merge ONLY with other CP Suppliers**

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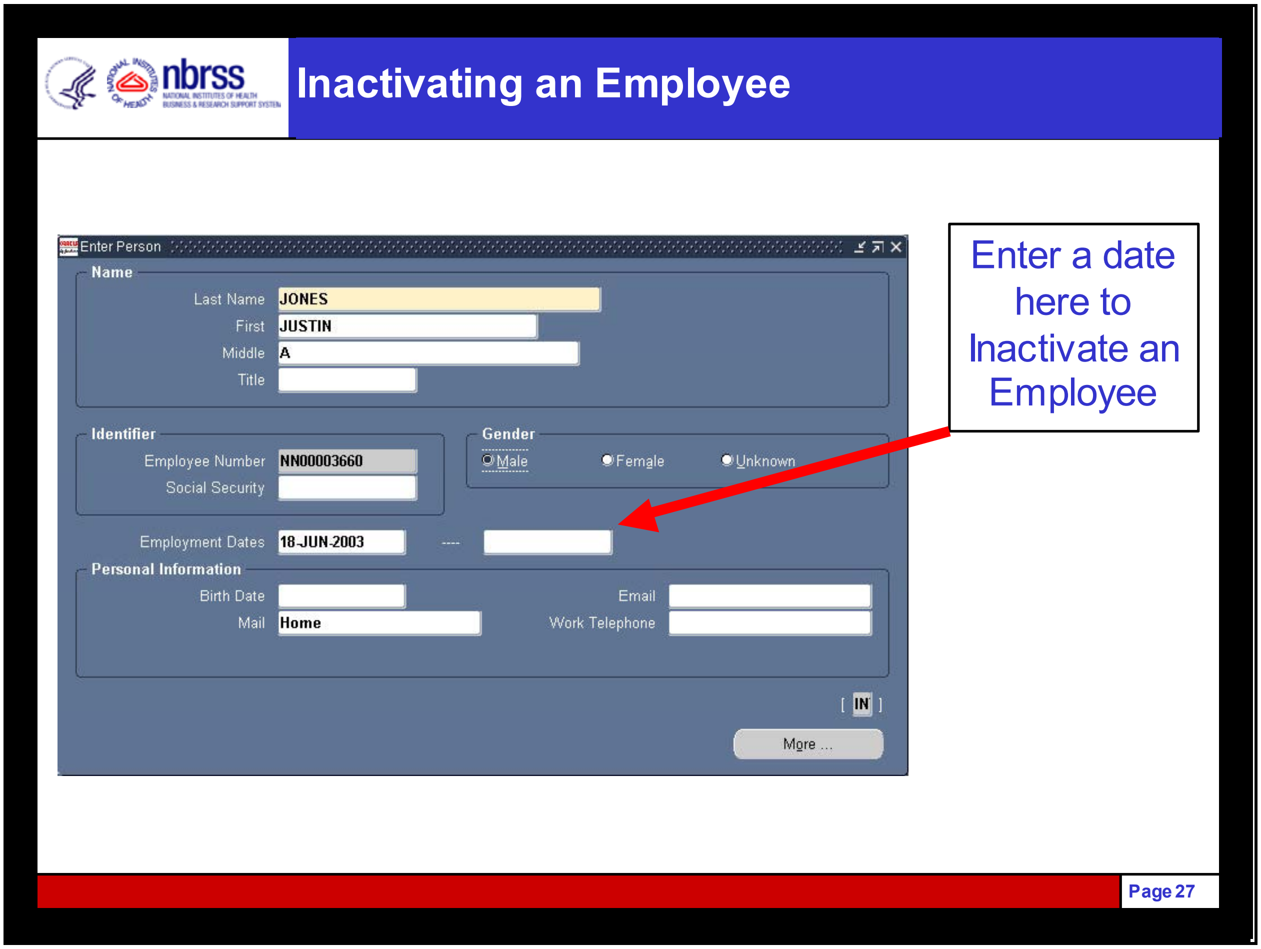
Records originating in NED/HRDB records should not be inactivated in the Employee Table. Such records can be merged in the Supplier Table.

Baltimore Patients, Phoenix Patients, and Non-NIH Affiliated records should first be inactivated in the Employee Table. After review, the records may be merged in the Supplier Table by a Supervisor or Manager.

Clinical Center Patient records should not be merged with any other supplier type except CP. If you find multiple CP records for the same patient, inactivate one in the Employee Table. After review, the records can be merged in the Supplier Table by a Supervisor or Manager.

The task of merging supplier records should only be done by a Supervisor or a Manager.

Inactivating an Employee



To inactivate an employee:

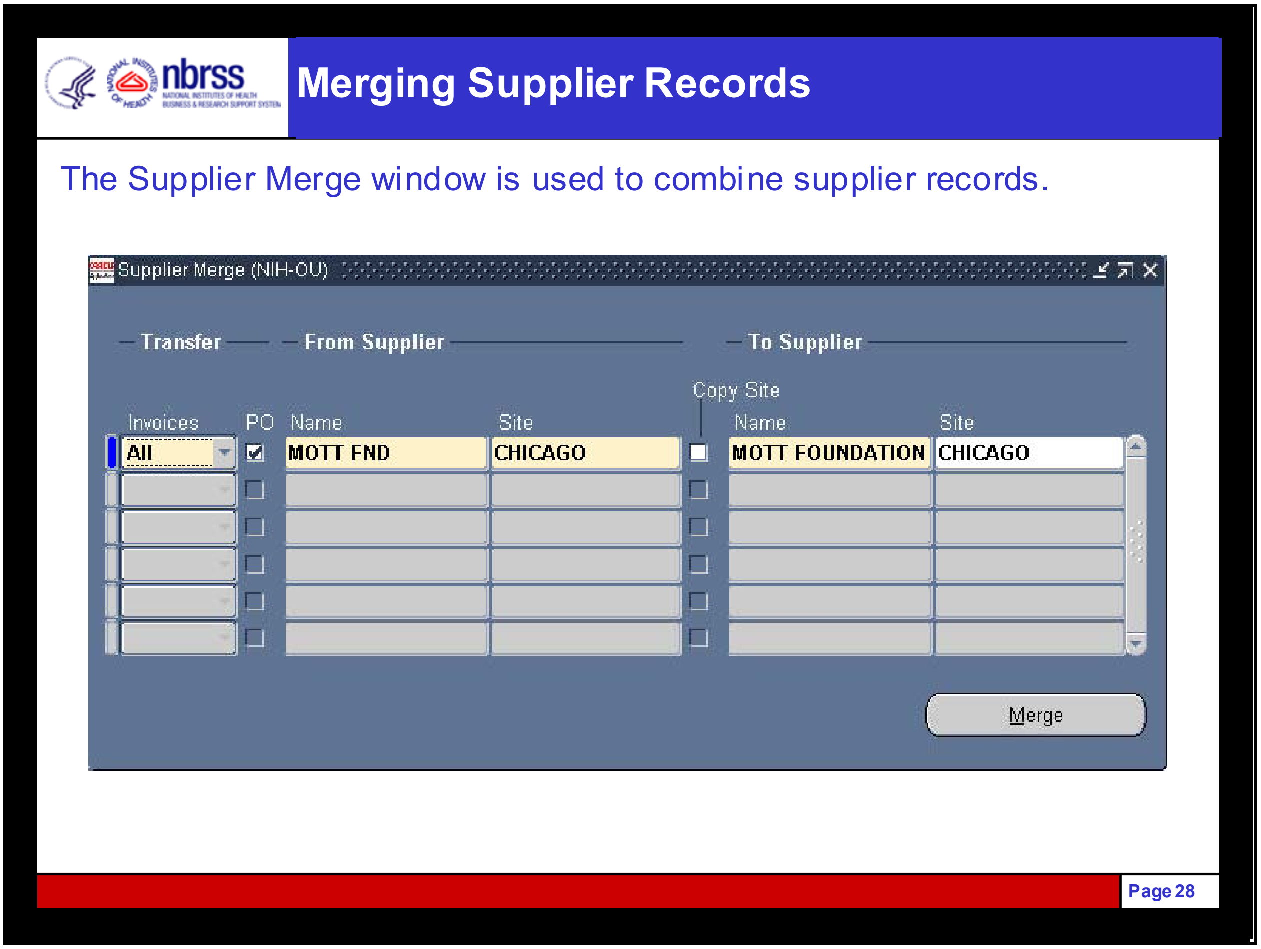
- Navigate to N > Employees > Enter Person
- Locate the individual
- Enter a date in the **Employment Dates To** field
- Save the record

When you inactivate a person, all invoices and payments completed in the system will remain connected with the supplier record. However, once a person has been inactivated, you may not create new travel documents for this person.

If the person has existing travel documents in progress, the documents will continue to process as normal.

In the event that the person becomes active again, you may delete the date in this field and save the record.

Merging Supplier Records



You may use the merge functionality to combine two supplier records or two supplier sites within a single supplier.

Once the supplier merge program is run, it cannot be reversed.

The supplier merge program updates any existing purchase orders, AP Invoices or payments with the new supplier information.

For example, if you merge from Supplier “Eurasia Fnd” to Supplier “Eurasia Foundation”, all records in the system for “Eurasia Fnd” will be changed to “Eurasia Foundation”.

Merging Supplier Records

Purpose

The purpose of this document is to describe how to merge suppliers or supplier sites.

NIH Payables Manual Vendor Entry User
N > Suppliers > Supplier Merge
Supplier Merge

1. In the **Invoices** field, use the drop down menu to select which invoices you want to include in the merge.

   Note: You may select All, Unpaid, or None.

2. Tab to the **From Supplier Name** field and use the **LOV** to locate the supplier you want to merge.

   Note: This name should be the one you DO NOT want to remain.

If you want to merge sites within a supplier, goto task #3. Otherwise, goto task #4.

3. Tab to the **From Supplier Site** field and use the **LOV** to locate the supplier site you want to merge.

   Note: This name should be the one you DO NOT want to remain.

4. Tab to the **Copy Site** field and enable if you would like the sites added to the remaining supplier record.

5. Tab to the **To Supplier Name** field and select the name of the supplier that you want to merge the records into.

   Note: This name should be the one you DO want to remain.

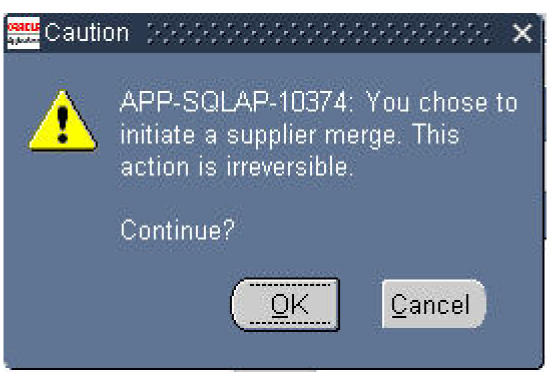
6. Tab to the **To Supplier Site** field and use the **LOV** to locate the supplier site you want to merge from the **LOV**.

   Notes:
   - If you have enabled the **Copy Site** box, then you will not be able to select a site.
   - This name should be the one you DO want to remain.

   Example: Below is a sample completed **Supplier Merge** window.

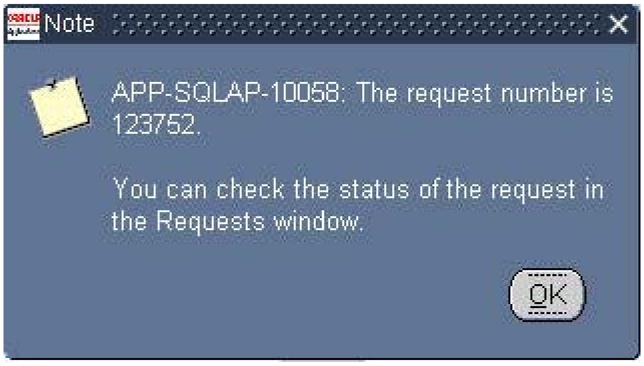
7. Select the **Merge** button.

   Result: A caution message will appear.



8. Select **OK**

Result: A message will appear indicating the request ID.



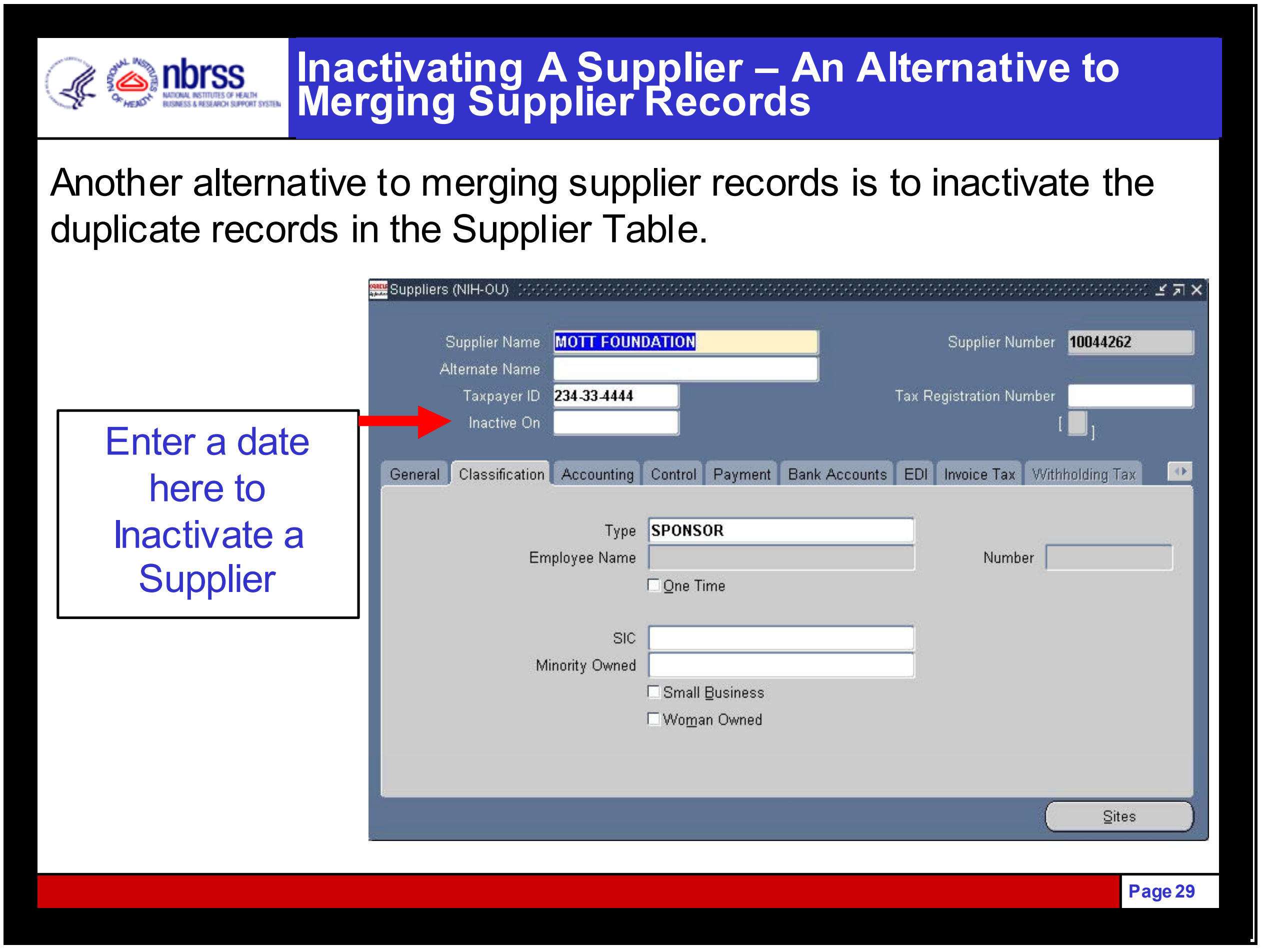
9. Select **OK**.

Result: Your status bar will indicate the record has been saved.

Notes:
- If you receive an error message regarding duplicate sites, then you should disable the **Copy Sites** button as the site already exists in the new record.
- You should monitor the request in the **Requests** window (M > View > Requests) to ensure that the process completes without error.

End of activity.

Inactivating A Supplier – An Alternative to Merging Supplier Records



To inactivate a supplier, enter a date in the **Inactive On** field in the supplier header.

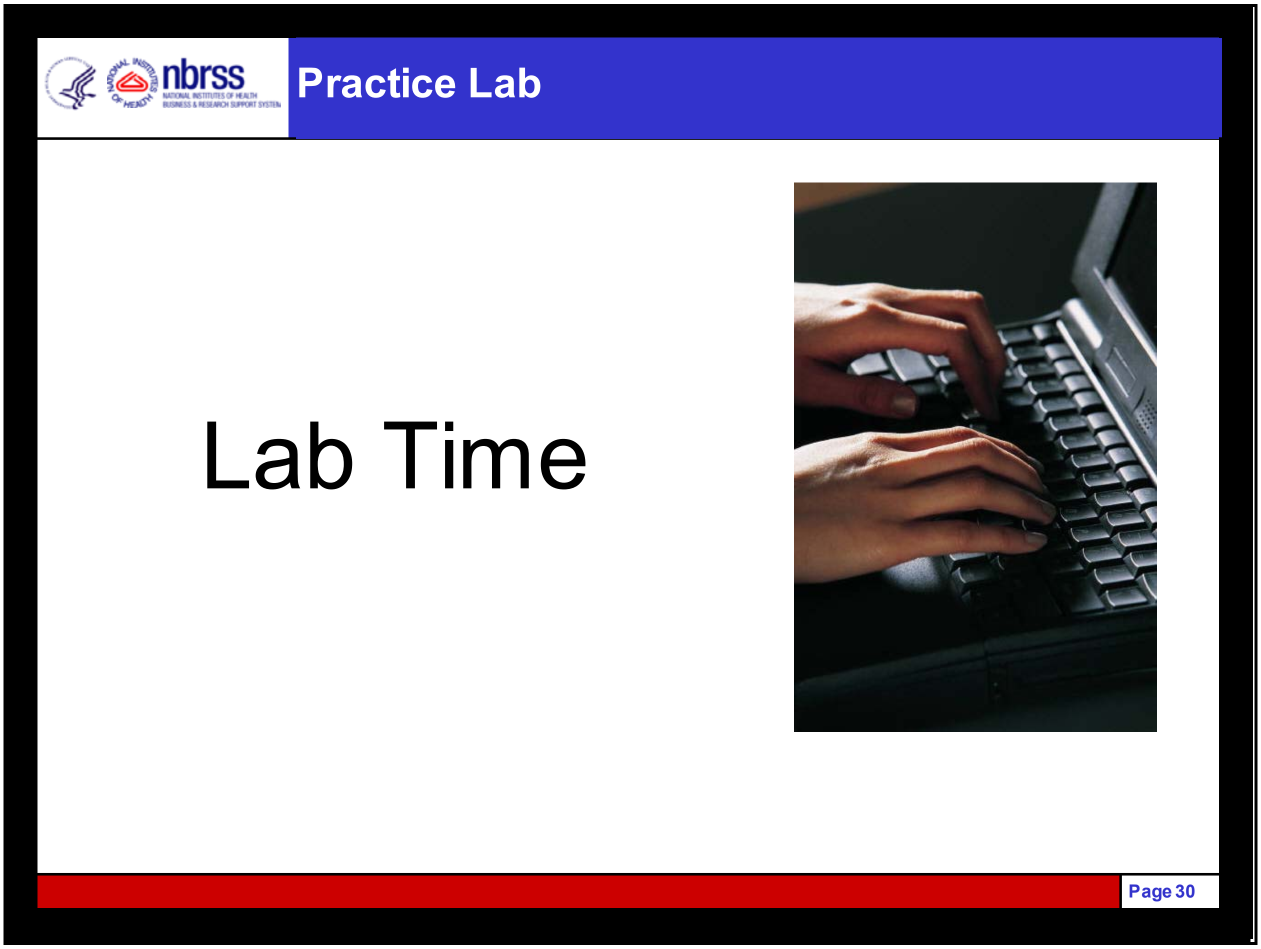
When you inactivate a supplier, all invoices and payments completed in the system will remain connected with the supplier record. However, once a supplier has been inactivated, you may not create new invoices for this supplier.

If the supplier has existing invoices pending in AP for payment, the invoices will be processed as scheduled and will not be affected by the change.

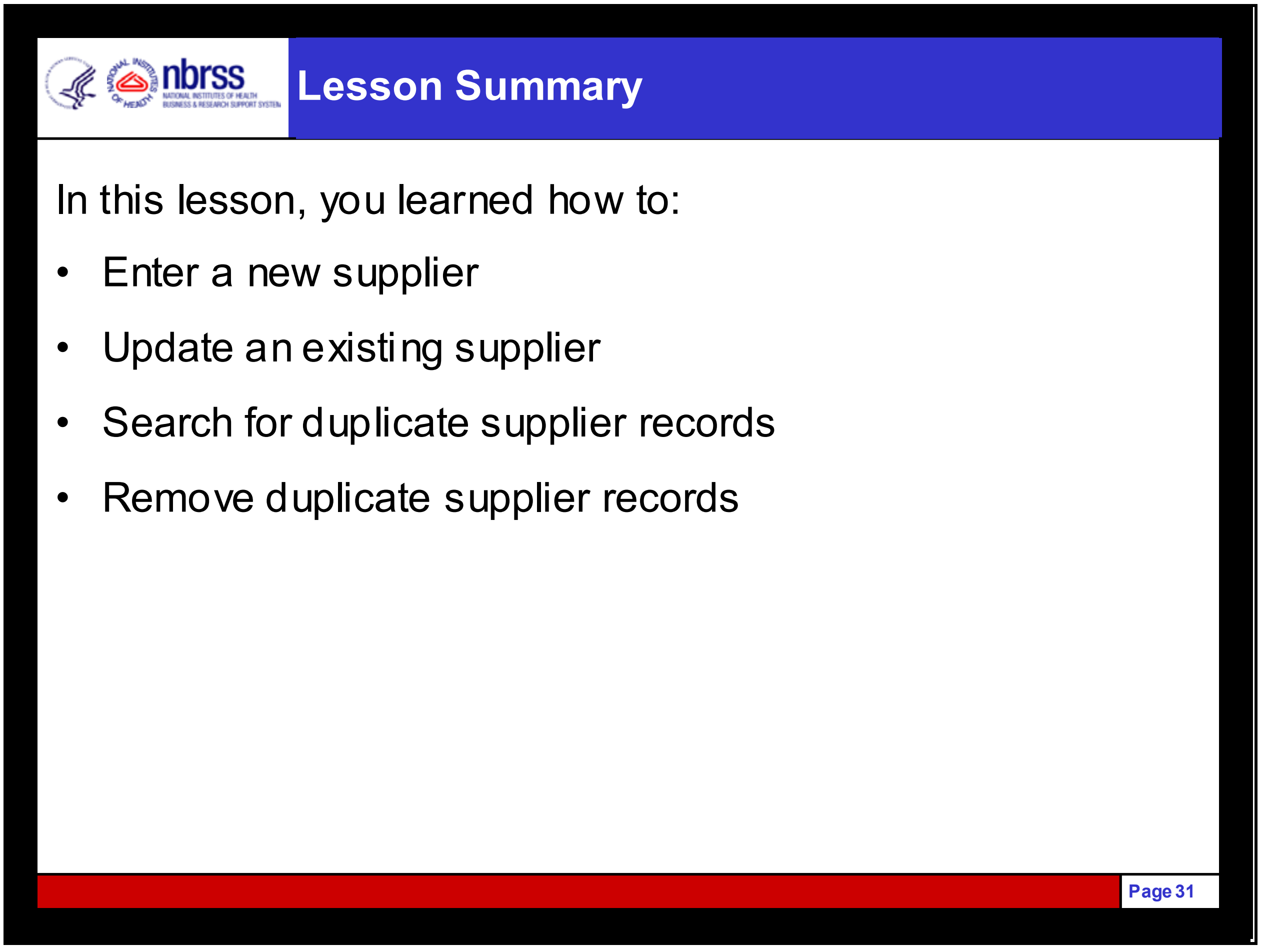
In the event that the supplier becomes active again, you may delete the date in this field and save the record.

Unlike the Supplier Merge process, all previous invoices will remain linked to this supplier record in the system. If you were to run reports to determine the supplier's activity, you would need to run the reports for both the active and inactive supplier name.

Practice Lab



Complete Lab 7: Merging Supplier Records


nbrss
Lesson Summary
In this lesson, you learned how to:
• Enter a new supplier
• Update an existing supplier
• Search for duplicate supplier records
• Remove duplicate supplier records
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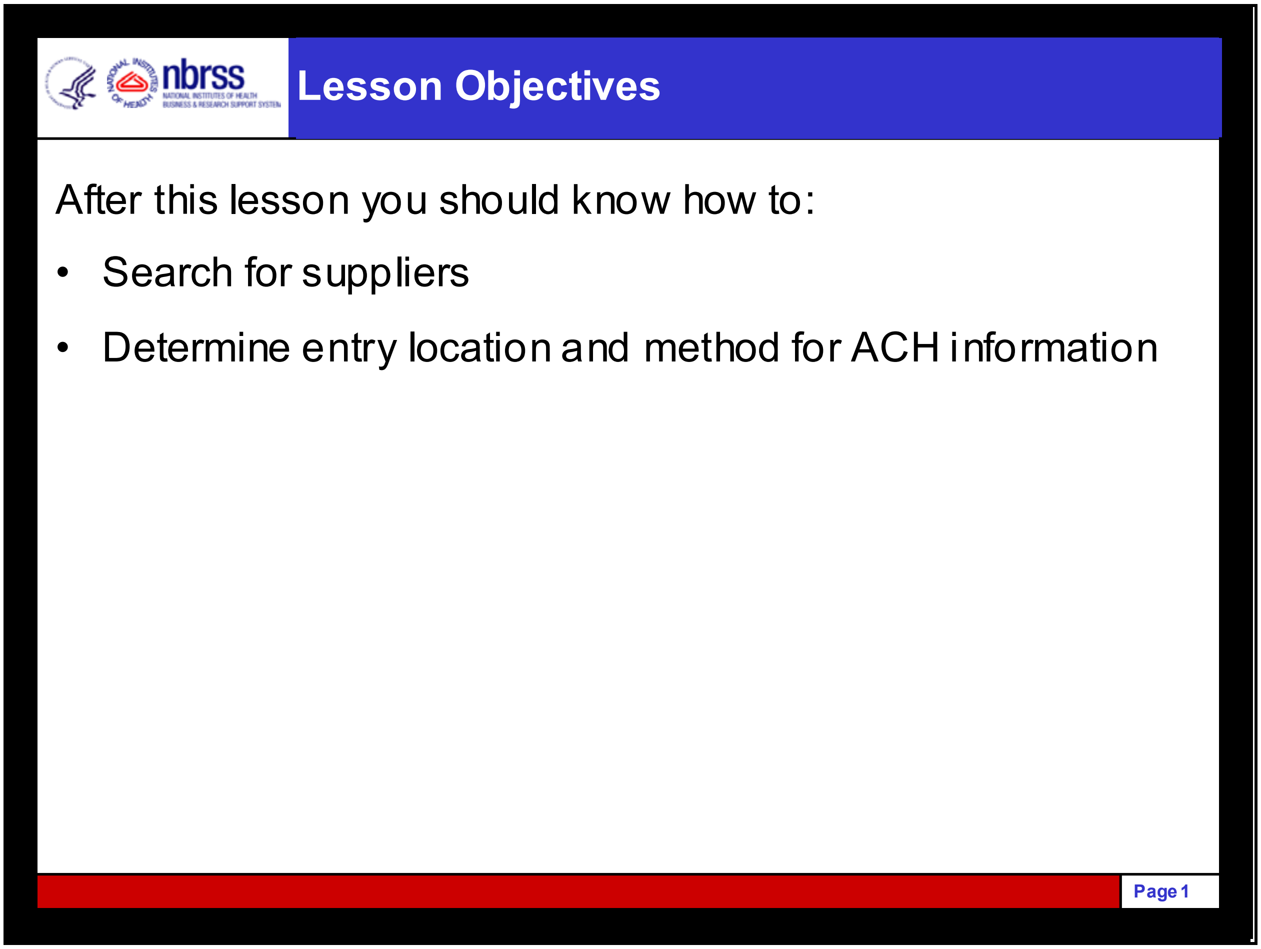
Bank Setup Support Activities

Chapter 7


nbrss
NATIONAL INSTITUTES OF HEALTH
BUSINESS & RESEARCH SUPPORT SYSTEM
Bank Setup Support Activities
Track 2 End User Training
August 21 - 22, 2003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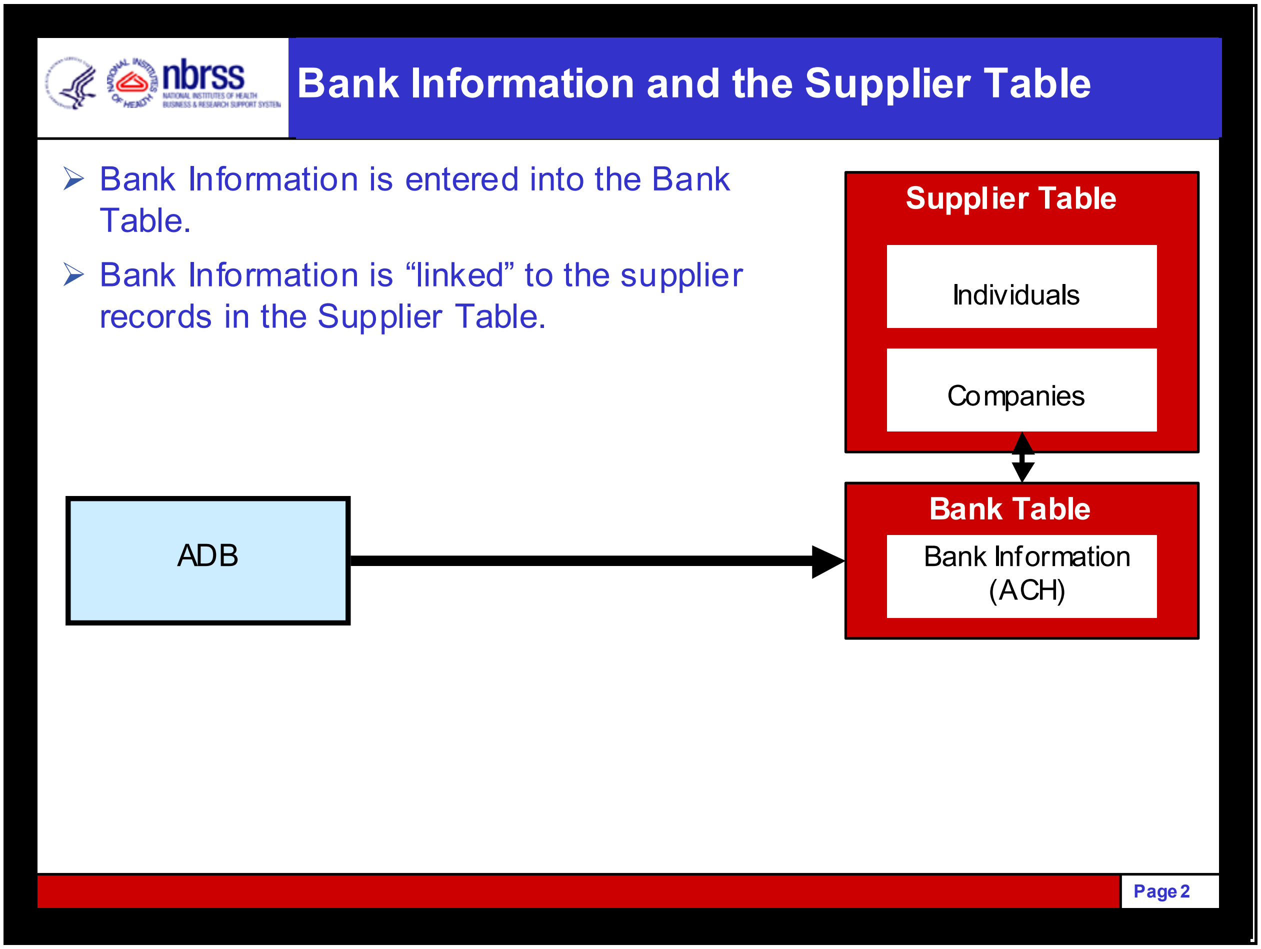
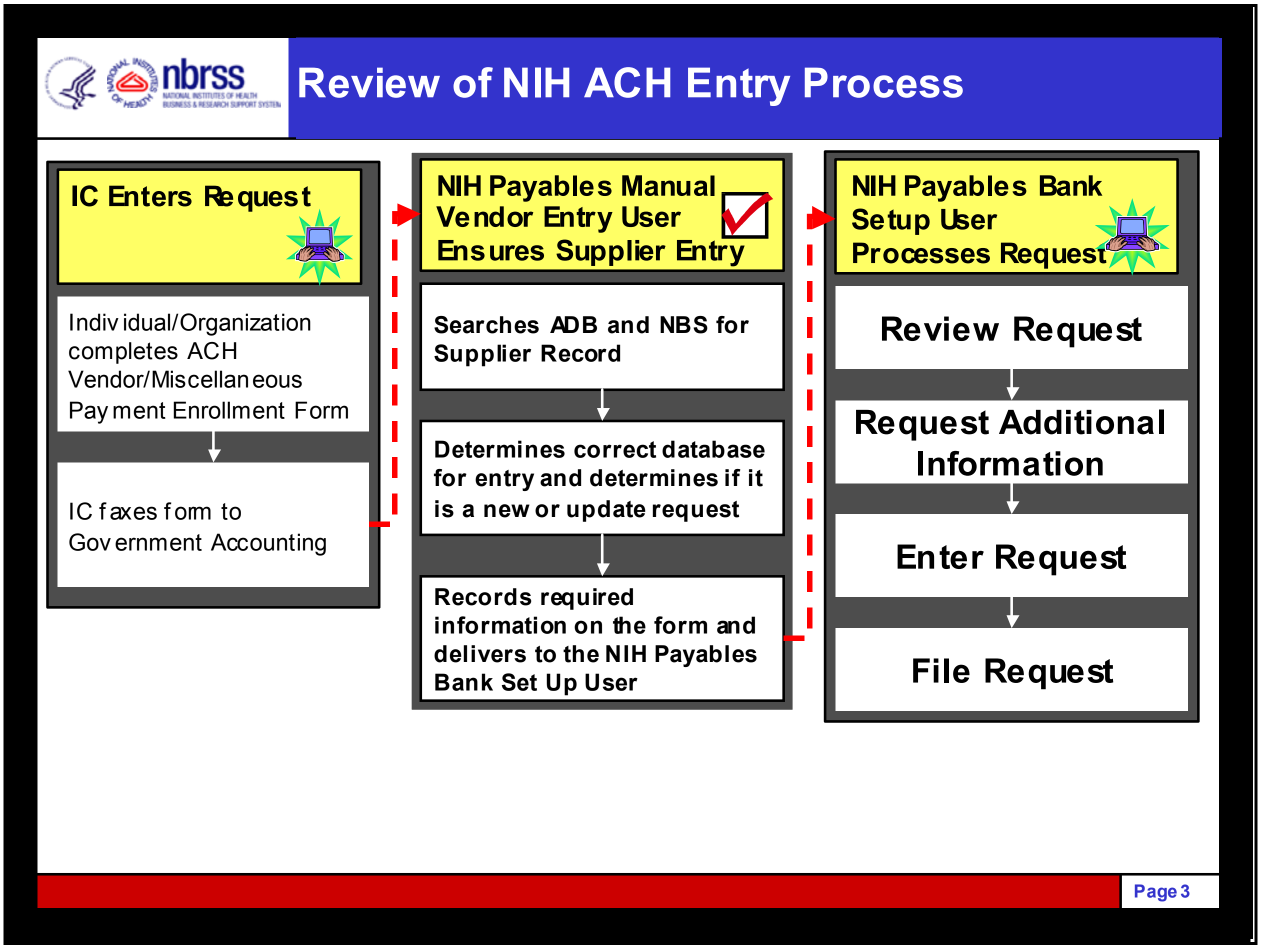
Lesson Objectives
After this lesson you should know how to:
• Search for suppliers
• Determine entry location and method for ACH information
Page 1

Bank Information and the Supplier Table



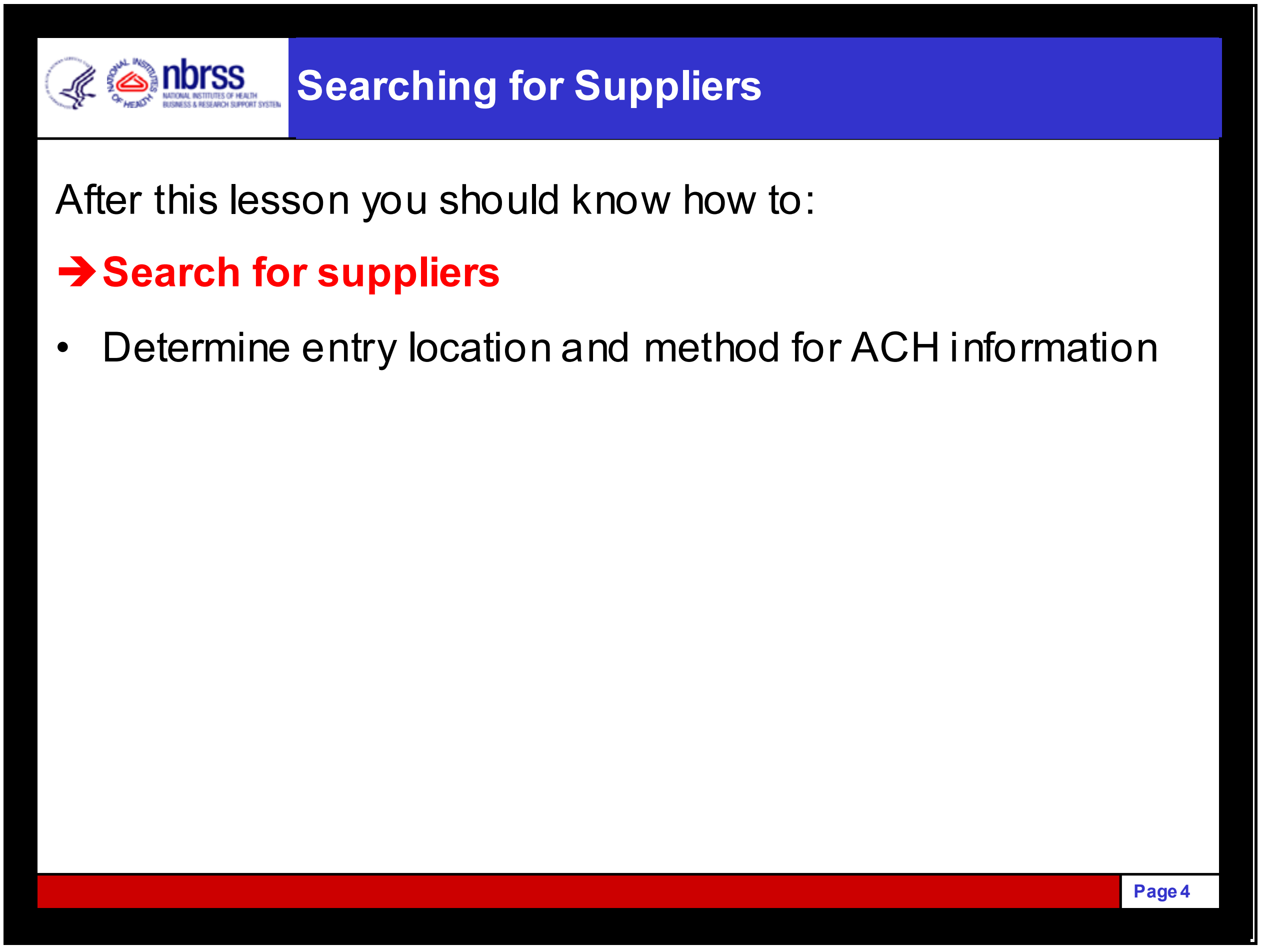


The overall process for requesting and entering ACH information for suppliers in the NBS will remain the similar to the current process within ADB.

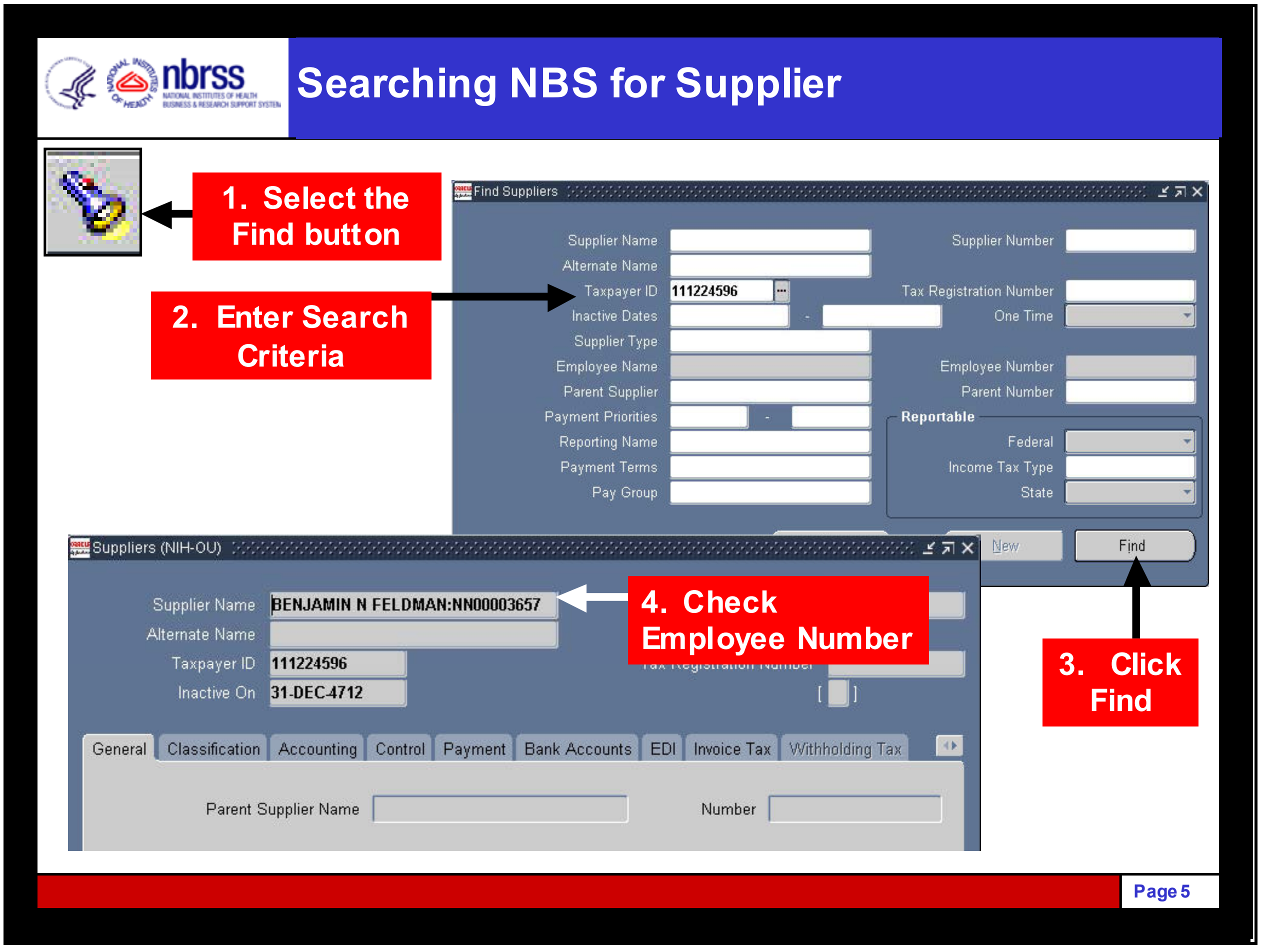
The Manual Vendor Entry staff will have the added responsibility of noting the following on the ACH request form:

- in which system the information should be entered and
- the supplier's existing bank information that needs to be deactivated, if necessary

Searching for Suppliers



Searching NBS for Supplier

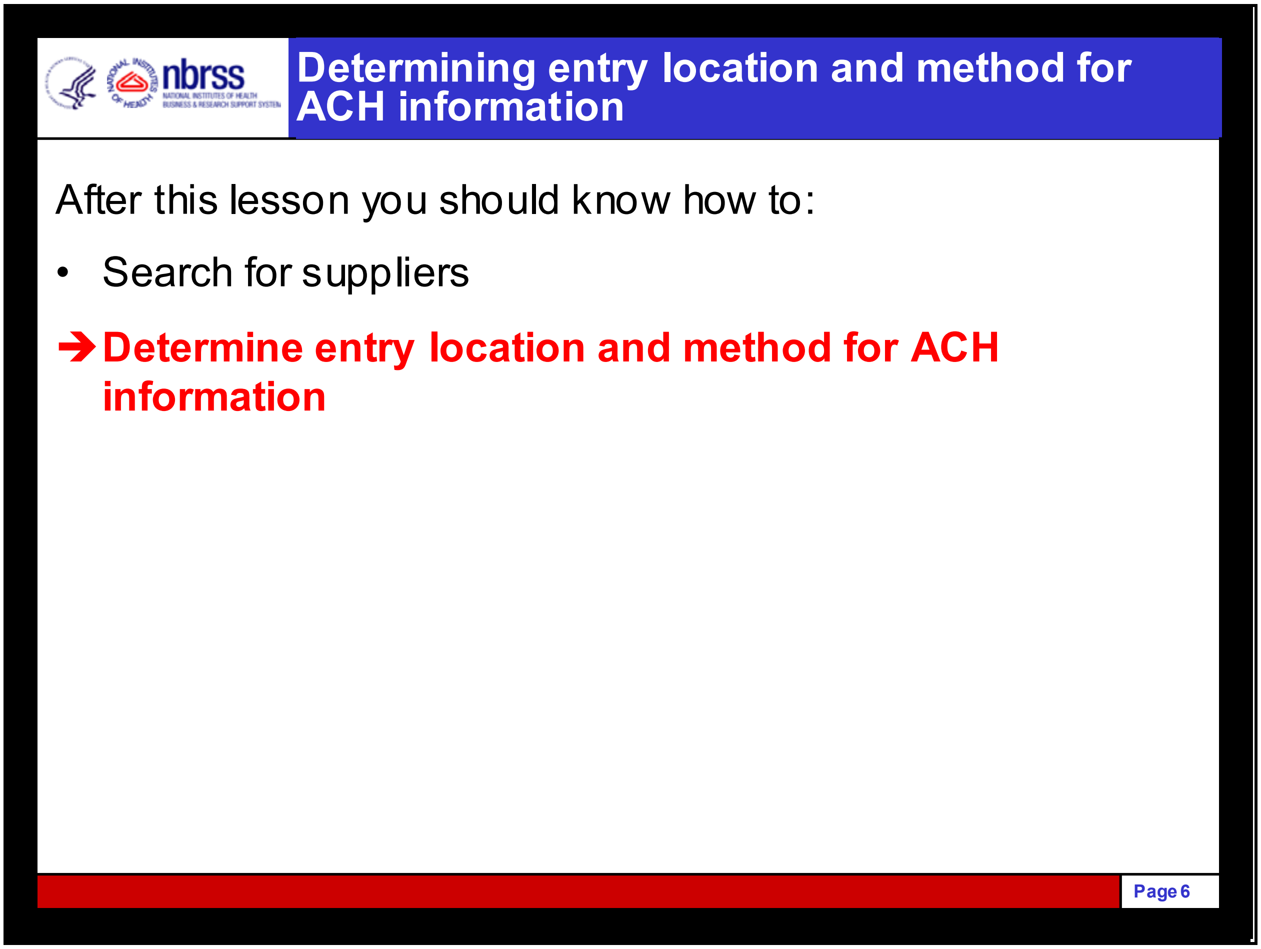


Navigate to N > Suppliers > Entry.

1. Select the Flashlight on the Applications toolbar.
2. Enter the SSN number in the **Taxpayer ID** field.
3. Select the **Find** button.

   Result: Supplier Record is displayed in the **Suppliers** window.

4. Check the employee number that is appended to the Supplier Name.
   - If the Employee Number begins with NN or PP, then you may enter ACH information for this person.
   - If the Employee Number begins with CP, then ACH information is restricted for this person. Contact your supervisor.


nbrss
Determining entry location and method for ACH information
After this lesson you should know how to:
• Search for suppliers
➔ Determine entry location and method for ACH information
Page 6

Manual Vendor Entry Review Request

Review Request

Before forwarding the ACH form to the individuals responsible for entering the information in the NBS, the NIH Payables Manual Vendor Entry Users should:

1. **Determine if supplier exists** in the ADB or the NBS
2. **Request any additional information** from the supplier
3. Note on the form **in which database the ACH information should be entered**
4. Note whether the request is to **update existing accounts or establish a new account**. If so, record the bank name and routing number

Page 7

NBS ACH Source

The chart below describes the source of ACH information in the NBS.

Traveler Type	NBS ACH Source
Employees	ADB Vendor File
Domestic and Foreign Fellows with US bank account	ADB Vendor File
Foreign Fellows without US bank account	N/A
Consultants/Contractors	ADB Vendor File
Committee Members/Appointments	ADB Vendor File
Bethesda CC Patients	N/A
Baltimore Patients	N/A
Phoenix Patients	OFM
Non-NIH Affiliated Persons	OFM
Foreign Non-NIH Affiliated Persons	N/A

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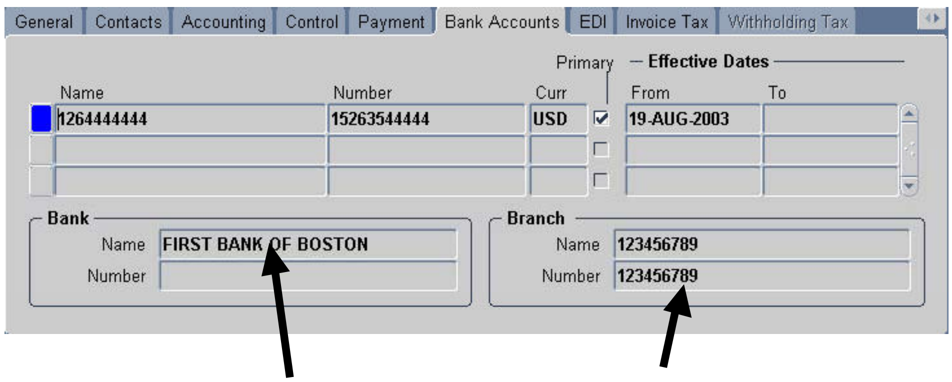
Does Supplier Have Existing ACH Information?

Does Supplier Have Existing ACH Information?

- Select the **Bank Accounts** tab to view if the supplier has existing active ACH information.



- If so, then note the **Bank Name** and **Bank Branch Number** on the ACH request form.

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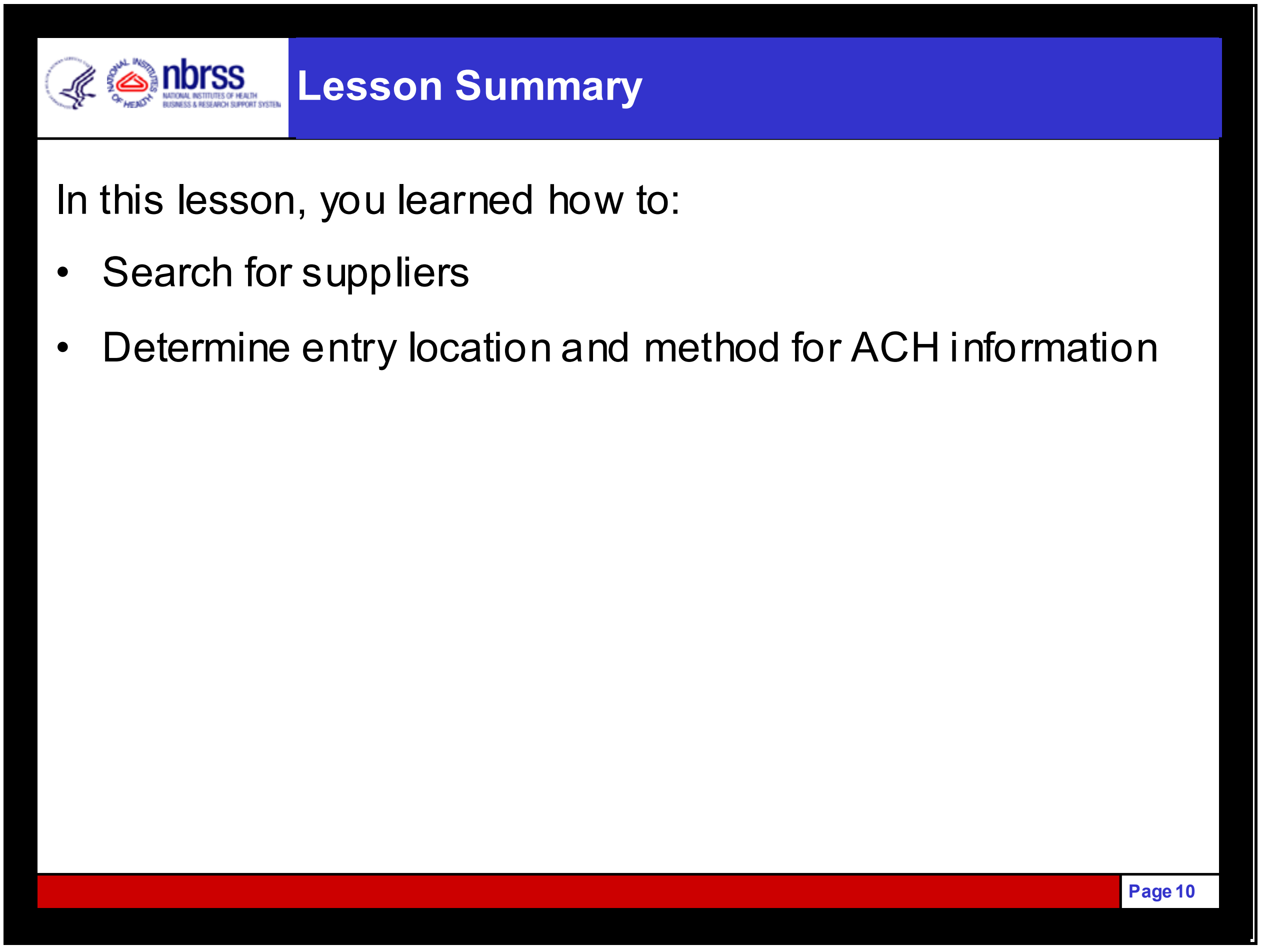
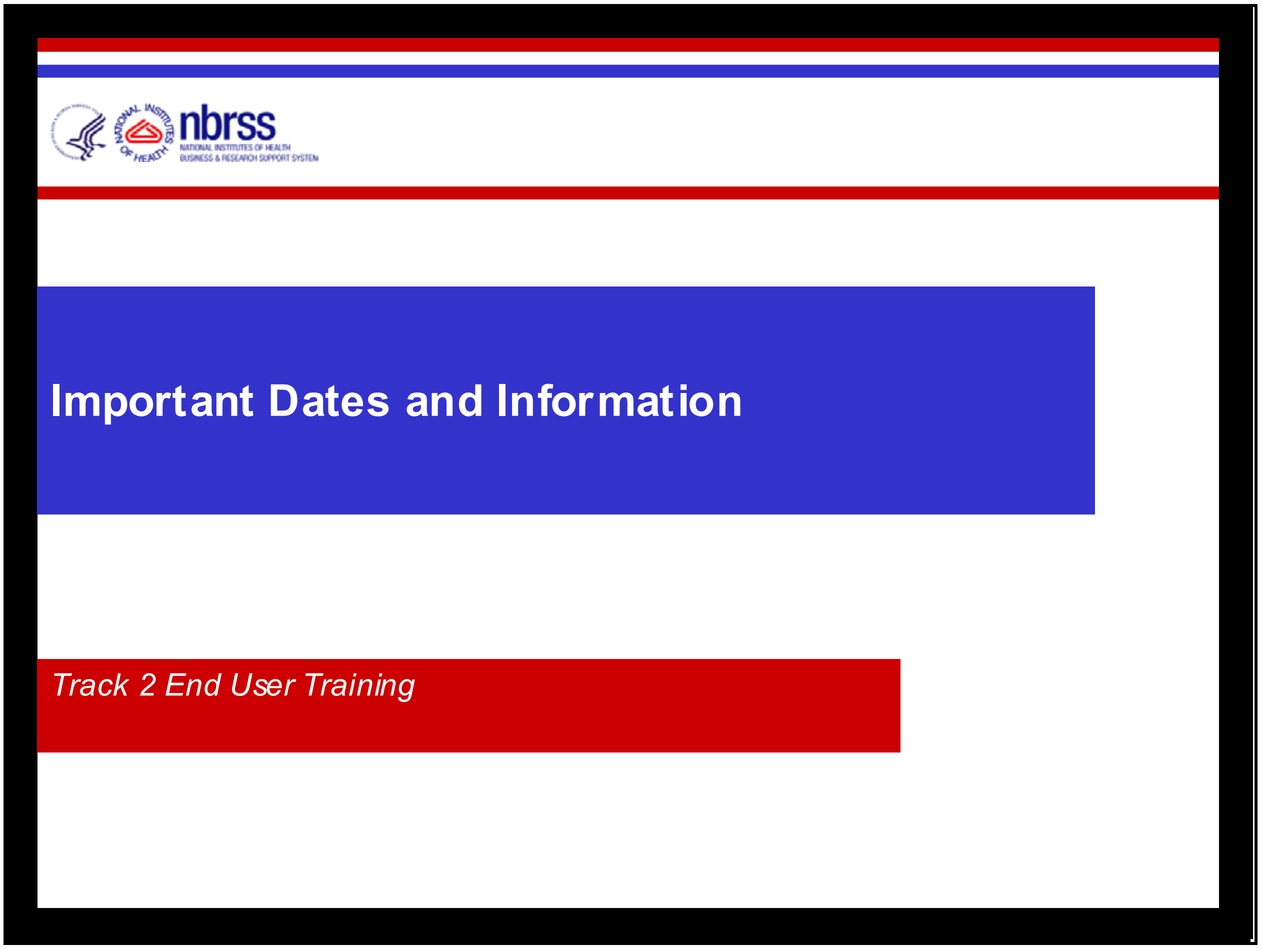
Lesson Summary



Important Dates and Information

Chapter 8

Important Dates and Information



NBS Track 2 Go-Live

NBS Travel System and Supporting Financial Modules will Go-Live on

September 1, 2003

Page 1

Initial Oracle Set Up Required

The first time you log into the NBS, you will be required to:

- Download Oracle J-Initiator and
- Update your internet browser security settings

Refer to the technical guidance provided on the NBS Technical website:http://nbs.nih.gov/technical.html

Page 2

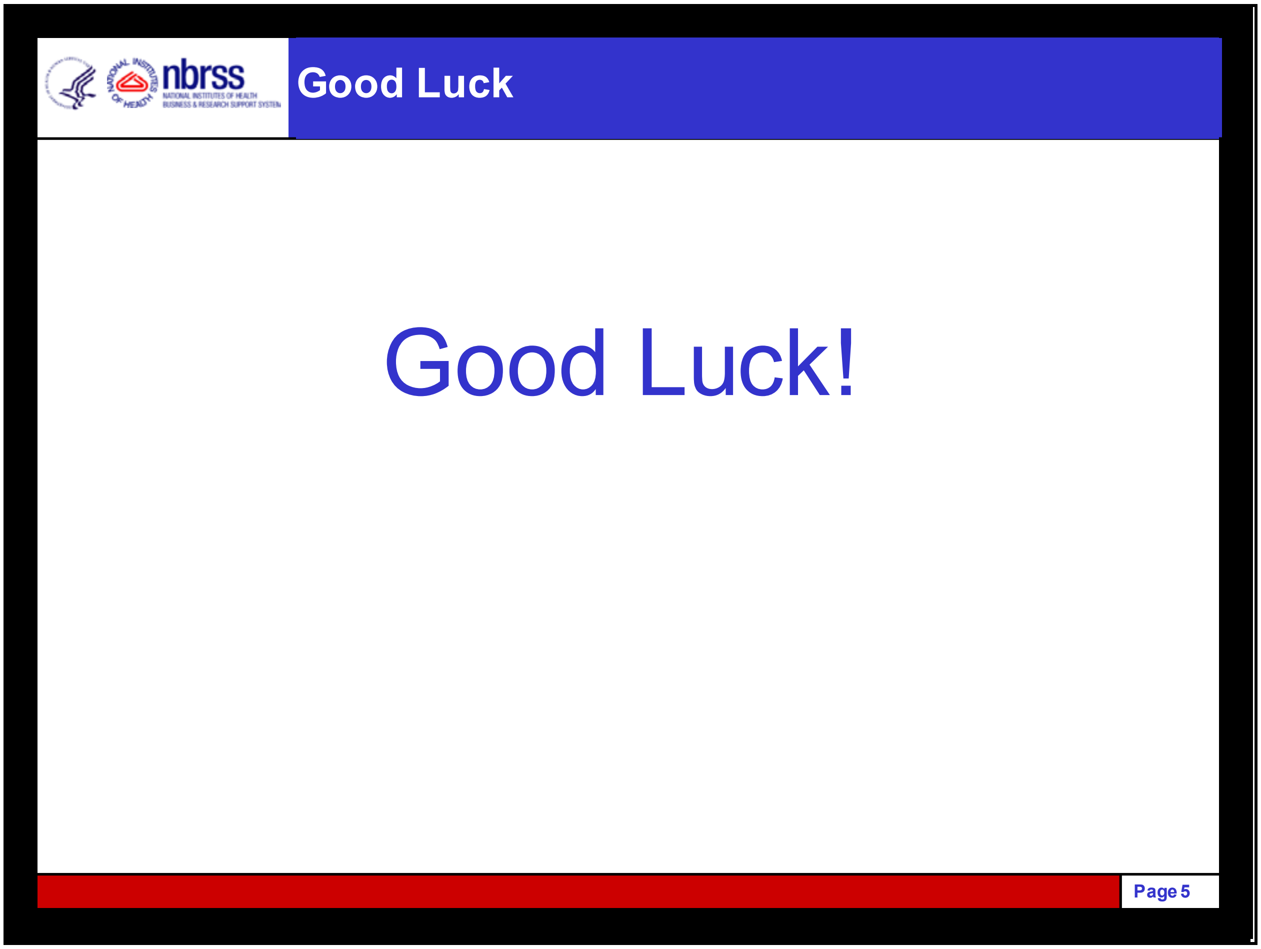
NBS Travel Support Resources

NBS Travel Support Resources

- NBS Travel Web links available 24/7
  - NBS Oracle Online Help and Reference: http://nbs.nih.gov/training.html
- NIH Portal Support
  - Phone NIH Help Desk at 6-HELP (301.496.4357)
  - Portal website address: **http://my.nih.gov**
- NBS Customer Support
  - Phone: Call 5-NBS7 (301.435.6277)
  - E-mail: Send e-mail to tasc@NIH.gov
  - Web Request for Support: Submit to: **http://support.cit.nih.gov**
- nVision
  - nVision is an evolution of the NIH Data Warehouse, and it is the new reporting system designed to work in concert with the NBS. nVision is a business intelligence system that delivers NIH-defined standard reports and facilitates the development of user-created ad hoc reports to support decision-making and analysis. The first NBS module to be supported by nVision is Travel.
  - E-mail: Send e-mail to nVisionSupport@nih.gov
  - Web Site for information: **http://nvision.nih.gov**

Evaluation


nbrss
Evaluation
Please take a moment to complete the
on-line training evaluation
Your comments are important to us!
Page 4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Good Luck
Good Luck!
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